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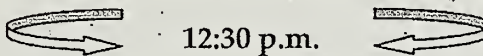


CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Agenda and Notice of Special Meeting – Closed Session

Monday, January 4, 2010



Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

- I. Call to Order and Roll Call.
- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
- III. Appeals from 22 Q-35 Assistant Inspector Eligibles on List ID 21055 Challenging the Q-50 Sergeants Appointments and Assignments made in November 2009 and Request for the Commission to Determine whether these Appointments and Assignments are Proper under the Commission's Q-35/Q-50 January 16, 2009 Order and Statement of Decision adopted February 2, 2009. (File No. 0435-09-1) ACTION ITEM

Note: A closed session on this item is possible. A closed session may not be held, but the option to hold a closed session is provided to the Commission.

- A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.
- B) Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (1) and California Government Code Section 54956.9 (a) – Conference with Legal Counsel – Existing Litigation. (Action Item)
- C) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - (Discussion and Possible Action Item)
Officers for Justice, et al. v. Civil Service Commission, et al., (Case No. 09-509716, Superior Court of California, County of San Francisco, Dept. No. 611, filed August 5, 2009)
- D) Reconvene in open session:
 - 1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)

- 2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) and San Francisco Administrative Code Section 67.12(b).

Recommendation: Open for discussion.

IV. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.

Posted 12/28/09

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

12-30-09A08:08 RCVD

Agenda and Notice of Special Meeting – Closed Session

Amended

Monday, January 4, 2010

1:00 p.m.

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- I. Call to Order and Roll Call.
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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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MAYOR

Minutes of Special Meeting – Closed Session

Monday, January 4, 2010

1:00 p.m.

MORGAN R. GORRONO
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E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

- I. The Special Meeting was called to order at 1:05 p.m.
- Present: President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Donald A. Casper
Commissioner Mary Y. Jung
- Not Present: Commissioner Joy Y. Boatwright (Notified Absence)
- President Morgan R. Gorrono presided.
- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
- None.
- III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (1) and California Government Code Section 54956.9 (a) – Conference with Legal Counsel – Existing Litigation. (File No. 0435-09-1) ACTION ITEM
- Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started at 1:10 p.m. in City Hall, Room 400 and the following were present:

Morgan R. Gorrono, President, CSC
E. Dennis Normandy, Vice President, CSC
Donald A. Casper, Commissioner
Mary Y. Jung, Commissioner
Anita Sanchez, Executive Officer, CSC
Sandra Eng, Assistant Executive Officer, CSC
Lizzette Henríquez, Civil Service Commission
Paul Zarefsky, Deputy City Attorney
Jonathan Rolnick, Deputy City Attorney
Micki Callahan, Human Resources Director
Bruce Topp, Department of Human Resources
John Kraus, Department of Human Resources
Jennifer Johnston, Department of Human Resources

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IV. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION -
Officers for Justice, et al. v. Civil Service Commission, et al., (Case No. 09-
509716, Superior Court of California, County of San Francisco, Dept. No.
611, filed August 5, 2009) (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session ended at 1:55 p.m.

D) Reconvened in Open Session at 1:57 p.m.

- 1) Vote to elect whether to disclose any or all discussions held in
closed session. (San Francisco Administrative Code Section
67.12 (a))

Action: The Commission voted not to disclose any or all
discussions held in closed session. (Vote of 3 to 0;
Commissioner Mary Y. Jung missed vote)

V. Adjournment

1:57 p.m.



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ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
January 4, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATION AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

12-30-09A11:30 RCVD

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Civil Service Commission Meeting Agenda

Regular Meeting of January 4, 2010

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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Ruston, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
January 4, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Morgan R. Gorrone
Vice President E. Dennis Normandy
Commissioner Joy Y. Boatwright
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of December 21, 2009

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0372-09-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4071-09/10	Municipal Transportation Agency	\$2,000,000	Preparation of technical specifications and Unit Price Books containing 150,000 - 200,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system. Provide proprietary software and management tools to administer the job order contracting program. The consultant contract is performance based, and fees are paid as a percentage of actual construction task orders issued after the master construction contracts are awarded.	Regular	01/14/15
4029-05/06	Airport Commission	Increase Amount <i>\$7,000,000</i> New Amount <i>\$21,000,000</i>	Will hire construction management team members, including construction managers, resident engineers, inspectors, part-time schedulers, and cost engineers for PDC capital improvement projects. Additional services include structural analysis, geotechnical reports, and hazardous material analysis and reports.	Modification	12/31/12

- December 21, 2009: (1) Postpone PSC #4071-09/10 to the meeting of January 4, 2010 at the request of IFPTE Local 21. The Commission stipulated there will be no further continuances.
- (2) Postpone PSC #4029-05/06 to the meeting of January 4, 2010 at the request of the Airport Commission.

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

(6) Review of request for approval of personal services contract. (File No. 0430-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4075-09/10	Public Works	\$4,800,000	Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies, and prepare environmental, risk assessments and planning reports. DPW intends to award six contracts of \$800,000 each for five years.	Regular	12/30/16

Civil Service Commission Meeting Agenda

Regular Meeting of January 4, 2010

4076-09/10	Public Works	\$3,000,000	Provide special construction and building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services. The City intends to award five contracts for \$600,000 each for five years.	Regular	12/30/16
4077-09/10	Public Utilities Commission	\$900,000	Provide advertising, communication, education, outreach and marketing services for the CleanPowerSF Program, which will soon make the City the default energy provider for residents and businesses in the city. The Marketing Program will inform residents and businesses that the City is their energy provider and it will persuade residents and businesses not to opt out from the initiative.	Regular	12/31/11
4078-09/10	Public Utilities Commission	\$1,000,000	Provide as-needed services for microbiological based analytical testing encompassing: 1) specialized methods that the Water Quality Division Laboratories (WQDL) are not capable of performing internally, 2) backup testing services for the procedures that the WQDL performs in-house, 3) emergency response support, and 4) laboratory and consulting services for test method development and validation.	Regular	12/31/13
4079-09/10	District Attorney	\$238,000	Provide services to expend services at the CARE Program, a truancy intervention center operated by the Bayview YMCA through a grant from the Dept. of Children, Youth and Family. CARE serves chronically truant students from the City's Southeast Sector. Services include providing educational advocacy and case management services to youth, including academic assistance, referrals to community resources, assistance with school re-entry, and concrete life skills training.	Regular	02/1/12
4080-09/10	District Attorney	\$243,350	Provide community based services to Limited English Proficient (LEP) victims of domestic and dating violence, working closely with the District Attorney's Office prosecution team and victim/witness assistance unit. The contractor will provide community based, culturally & linguistically competent services such as legal referrals, access to safe houses, shelter, assistance with restraining orders, housing relocation, education about the criminal justice system & other forms of outreach, education & support to underserved LEP victims of domestic violence.	Regular	08/31/11
4028-07/08	City Planning	Increase Amount \$0 New Amount \$1,000,000	Will provide historic resources survey and architectural design services to complete the long-range planning effort of generating a city-wide inventory of buildings and areas of architectural, historical and cultural significance.	Modification	01/01/11
4097-08/09	Public Utilities Commission	Increase Amount \$630,000 New Amount \$1,201,000	Will partner with a utility company to market and process a regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continues to build on a highly successful, grant funded regional partnership. The contract is being modified to accommodate the increased demand for the program.	Modification	12/31/10

Civil Service Commission Meeting Agenda**Regular Meeting of January 4, 2010**

4021-07/08	GSA-OLSA	Increase Amount \$312,000 New Amount \$702,000	Will develop and implement an employee outreach and education program on the City's labor laws. Primary activities are: community outreach program employee workshops and trainings and counseling and referral services. The modification is to exercise a contract extension option to continue the program.	Modification	01/31/12
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Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (7) Request by the San Francisco Fire Department ("SFFD") to grant H-2 Firefighter status to H-3 Level III Firefighter/Paramedics who apply and are selected under the provisions of the Local 798 Memorandum of Understanding and General Order 09 A-73.
(File No. 0431-09-2) – Action Item

Recommendation: Adopt the report.

- (8) Appeal by Michael Bollier of his automatic resignation as a 7326 Glazier with the Department of Public Works. (File No. 0275-09-7) – Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Michael Bollier.

SEPARATION AGENDA**SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA**

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (9) Request for hearing by Marcus Davis on future employment restrictions as a Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0279-09-7) – Action Item

Recommendation: Cancel any current examination and eligibility status;
Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two years work experience outside the City and County service.
No future employment with the San Francisco Municipal Transportation Agency.

- (10) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION
- (11) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS
- (12) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

Regular Meeting
January 4, 2010

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

CALL TO ORDER

2:08 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President E. Dennis Normandy	Present
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrono presided.

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PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Anamarie Loya, Executive Director La Raza Centro Legal, Inc., Hillary Ronen, Esq., La Raza Centro Legal, Inc./Worker's Rights Unit, Cristal Java, SEIU Local 1021 Alex Tom, Co-Director Chinese Progressive Association and Terrence Vales and Mario deMira, Filipino Community Center all spoke on the community outreach programs and their support for approving PSC #4021-07/08.

Walter Scott, TWU Local 250A requested a postponement for Marcus Davis' request for hearing on future employment restrictions to the meeting of February 1, 2010.

Dan Boreen requested to view the meeting file materials.

APPROVAL OF MINUTES

Regular Meeting of December 21, 2009

Action: Approve. (Vote of 5 to 0)

Civil Service Commission Meeting Minutes

Regular Meeting of January 4, 2010

0372-09-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4071-09/10	Municipal Transportation Agency	\$2,000,000	Preparation of technical specifications and Unit Price Books containing 150,000 - 200,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system. Provide proprietary software and management tools to administer the job order contracting program. The consultant contract is performance based, and fees are paid as a percentage of actual construction task orders issued after the master construction contracts are awarded.	Regular	01/14/15
4029-05/06	Airport Commission	Increase Amount \$7,000,000 New Amount \$21,000,000	Will hire construction management team members, including construction managers, resident engineers, inspectors, part-time schedulers, and cost engineers for PDC capital improvement projects. Additional services include structural analysis, geotechnical reports, and hazardous material analysis and reports.	Modification	12/31/12

- December 21, 2009:
- (1) Postpone PSC #4071-09/10 to the meeting of January 4, 2010 at the request of IFPTE Local 21. The Commission stipulated there will be no further continuances.
 - (2) Postpone PSC #4029-05/06 to the meeting of January 4, 2010 at the request of the Airport Commission.

Speakers: None.

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0430-09-8 Review of request for approval of personal services contract. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4075-09/10	Public Works	\$4,800,000	Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies, and prepare environmental, risk assessments and planning reports. DPW intends to award six contracts of \$800,000 each for five years.	Regular	12/30/16
4076-09/10	Public Works	\$3,000,000	Provide special construction and building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services. The City intends to award five contracts for \$600,000 each for five years.	Regular	12/30/16

Civil Service Commission Meeting Minutes

Regular Meeting of January 4, 2010

4077-09/10	Public Utilities Commission	\$900,000	Provide advertising, communication, education, outreach and marketing services for the CleanPowerSF Program, which will soon make the City the default energy provider for residents and businesses in the city. The Marketing Program will inform residents and businesses that the City is their energy provider and it will persuade residents and businesses not to opt out from the initiative.	Regular	12/31/11
4078-09/10	Public Utilities Commission	\$1,000,000	Provide as-needed services for microbiological based analytical testing encompassing: 1) specialized methods that the Water Quality Division Laboratories (WQDL) are not capable of performing internally, 2) backup testing services for the procedures that the WQDL performs in-house, 3) emergency response support, and 4) laboratory and consulting services for test method development and validation.	Regular	12/31/13
4079-09/10	District Attorney	\$238,000	Provide services to expend services at the CARE Program, a truancy intervention center operated by the Bayview YMCA through a grant from the Dept. of Children, Youth and Family. CARE serves chronically truant students from the City's Southeast Sector. Services include providing educational advocacy and case management services to youth, including academic assistance, referrals to community resources, assistance with school re-entry, and concrete life skills training.	Regular	02/1/12
4080-09/10	District Attorney	\$243,350	Provide community based services to Limited English Proficient (LEP) victims of domestic and dating violence, working closely with the District Attorney's Office prosecution team and victim/witness assistance unit. The contractor will provide community based, culturally & linguistically competent services such as legal referrals, access to safe houses, shelter, assistance with restraining orders, housing relocation, education about the criminal justice system & other forms of outreach, education & support to underserved LEP victims of domestic violence.	Regular	08/31/11
4028-07/08	City Planning	Increase Amount \$0 New Amount \$1,000,000	Will provide historic resources survey and architectural design services to complete the long-range planning effort of generating a city-wide inventory of buildings and areas of architectural, historical and cultural significance.	Modification	01/01/11
4097-08/09	Public Utilities Commission	Increase Amount \$749,000 New Amount \$1,320,000	Will partner with a utility company to market and process a regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continues to build on a highly successful, grant funded regional partnership. The contract is being modified to accommodate the increased demand for the program.	Modification	12/31/10
4021-07/08	GSA-OLSA	Increase Amount \$156,000 New Amount \$546,000	Will develop and implement an employee outreach and education program on the City's labor laws. Primary activities are: community outreach program employee workshops and trainings and counseling and referral services. The modification is to exercise a contract extension option to continue the program.	Modification	01/31/11

0430-09-8 (continued)

Speakers:

Stanley DeSouza, Department of Public Works spoke on PSC #s 4075-09/10 and 4076-09/10.
Kofo Domingo and Charles Sheehan, Public Utilities Commission spoke on PSC #4077-09/10.
Kofo Domingo and Natasha Zahedi, Public Utilities Commission spoke on PSC #4078-09/10.
Sheila Arcelona, Office of the District Attorney spoke on PSC #4079-09/10 and 4080-09/10.
Kyra Byrne, IFPTE Local 21 and Elaine Forbes, City Planning spoke on PSC #4028-07/08.
Kofo Domingo, Public Utilities Commission spoke on PSC #4097-08/09.
Donna Levitt and Joan Lubamersky, General Services Agency, Joe Brenner, IFPTE Local 21 and Micki Callahan, Human Resources Director spoke on PSC #4021-07/08.

Action:

- (1) Approve request for proposed personal services contract #4077-09/10. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
Commissioner Jung recused from voting. (Vote of 5 to 0)
- (2) Amend and approve PSC #4097-08/09 with the increase amount to \$749,900 with the new amount of \$1,320,000. (Vote of 4 to 0)
Commissioner Jung recused from voting. (Vote of 5 to 0)
- (3) Amend and approve PSC #4021-07/08 as reduced to \$156,000 with the new amount of \$546,000 and duration of 2011. (Vote of 5 to 0)
- (4) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0431-09-2 Request by the San Francisco Fire Department ("SFFD") to grant H-2 Firefighter status to H-3 Level III Firefighter/Paramedics who apply and are selected under the provisions of the Local 798 Memorandum of Understanding and General Order 09 A-73. (Item No. 7)

Speakers: Jennifer Johnston, Department of Human Resources
Jesusa Bushong, San Francisco Fire Department
Pat Gardner, San Francisco Fire Department
John Hanley, President, Firefighters Local 798

Action: Grant H-2 Firefighter status to six (6) H-3 Level III Firefighter/Paramedics who have requested reclassification to H-2 Firefighter in accordance with all applicable provisions of Civil Service Commission Rule 309; one applicable provision being they must exercise their status right within a year or lose it. Furthermore, with respect to future grants of status into the H-2 classification from H-3 Level III Firefighter/Paramedics that the Civil Service Commission retain jurisdiction over each grant of status. The Commission requested the names of the six individuals. (Vote of 5 to 0)

0275-09-7 Appeal by Michael Bollier of his automatic resignation as a 7326 Glazier with the Department of Public Works. (Item No. 8)

Speakers: Michael Bollier, Appellant
Tammy Wong and Matt Smyth, General Services Agency/
Department of Public Works.

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Michael Bollier. (Vote of 5 to 0)

0279-09-7 Request for hearing by Marcus Davis on future employment restrictions as a Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 9)

Speakers: Walter Scott, TWU Local 250A

Action: Postpone to the meeting of February 1, 2010 at the request of TWU Local 250A. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 10)

Dan Boreen expressed his concern about Agenda Item #7 – Status grant at the San Francisco Fire Department. He also expressed concern regarding Agenda Item #8, the automatic resignation appeal of Mr. Bollier.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 11)

None.

ADJOURNMENT (Item No. 12)

4:08 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

A G E N D A

Regular Meeting
of
February 1, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

01-27-10P01:20 RCVD

RATIFICATION AGENDA

REGULAR AGENDA

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SEPARATION AGENDA

JAN 27 2010

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICERS' REPORT

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REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

MORGAN R. GORRONE
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of February 1, 2010

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting; or, at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Ruston, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 1, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of January 4, 2010

Recommendation: Approve.

Regular Meeting of January 4, 2010

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0024-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-09/10	Ethics Commission	\$270,000	Services to be provided by an approved contractor on the California Secretary of State's certified list to provide a hosted electronic filing system for filing ethics forms and maintaining filing records databases. Services include web-based filing software, a back-office administration system, a database, and a search engine for on-line public disclosure.	Regular	09/30/13
4082-05/06	Municipal Transportation Agency	\$17,100,000	Provide separate professional parking garage management services at the Moscone Center Garage, North Beach/Vallejo Garage, Performing Arts Garage, and Polk/Bush Garage. Services include: oversight of collection, reconciliation and deposit of all parking & non-parking revenue; repair & maintenance of facilities and revenue control equipment; compliance with insurance & bond requirements; providing valet or valet-assisted parking services during special events; providing personnel for cashiering, janitorial & security.	Regular	12/31/12
4083-09/10	Art Commission	\$200,000	Provide services for removal, storage, conservation & relocation of artwork at Cayuga Playground. Prior to the renovation of Cayuga Playground and the retrofit to overhead BART tracks, 376 original sculptures & two-dimensional artworks sited throughout the park will be removed, transported, stored and conserved by a fine arts service firm. Upon completion of the park's renovation, the contractor will return conserved artworks to the park and install them on customized bases.	Regular	12/31/12
4084-09/10	Environment	\$250,000	Provide funding to projects that will produce documented reduction of greenhouse gas (GHG) pollution, support local economic development and provide other environmental benefits, including fuel switching from regular diesel to waste grease biodiesel, GHG sequestration through urban forest projects, and GHG destruction. Projects may be proposed by any agency, government, nonprofit or for profit. Funding for each project is expected to be around \$15,000 over an 18-month period.	Regular	12/31/11
4085-09/10	District Attorney	\$81,840	Provide services for elder abuse victims that include: outreach & support to victims of elder abuse; community presentations to educate regarding elder abuse and legal resources; consultation to prosecution team regarding legal issues in prosecuting financial, physical, emotional, or verbal abuse of elders.	Regular	06/30/12

Civil Service Commission Meeting Agenda

Regular Meeting of February 1, 2010

4086-09/10	Mayor	\$900,000	Contractor shall conduct & coordinate State lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to State legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with Federal legislators.	Regular	12/31/12
4087-09/10	Public Utilities Commission	\$4,000,000	Provide environmental analysis services to include: coordination & work plan preparation; environmental document scoping; environmental background & field studies; alternative analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.	Regular	05/01/13
4088-09/10	Public Utilities Commission	\$100,000	Micro-Local Business Enterprise contractor to develop a Community Benefits Program for SFPUC based on analysis of SFPUC existing programs and other public agencies programs to provide SFPUC with a recommended course of action to ensure that the diverse communities/stakeholders affected by SFPUC sponsored construction programs are benefitting in areas that include employment & job training; environmental, physical, & social improvements; and business development, including assisting small businesses with securing & sustaining bonding, financing, & insurance requirements.	Regular	03/01/11
4089-09/10	Public Health	\$4,500,000	Provide medical doctors (MDs) with specialization in dermatology, gynecology, nephrology, pathology, radiology, neurology, orthopedics, plastics, and other subspecialties that may be required during the term of the approval for patients of Laguna Honda Hospital and the Department of Health. The services are very low in volume, typically averaging several hours a month, and are dependent on the patient mix at any given time.	Regular	06/30/20
4090-09/10	Public Works	\$750,000	Provide full range of highly specialized environmental review services in conformance with provisions of the California Environmental Quality Act (CEQA), CEQA guidelines, and Chapter 31 of the SF Administrative Code pertaining to the preparation & processing of an environmental evaluation for the Pier 27 new Cruise Ship Terminal, a new two acre Northeast Wharf Public Plaza, and possible changes to the Embarcadero. Services include conducting transportation, noise, shadow, wind & other analysis for the above projects and for Pier 19 or 23, where improvements will allow for a combination of maritime, warehouse, office, retail, and event uses.	Regular	03/10/14

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (6) **Review of request for approval of proposed personal services contract. (File No. 0029-10-8)**
– Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4091-09/10	Department of Technology	\$186,209	Provide analysis of Citywide E-mail migration to hosted environment. Services include meeting with each & every one of City's departments to gather business, technical and related policy requirements for a single citywide hosted email platform, and to document each of those City department needs. The information gathered will be used as the basis for writing a formal RFP that will be used to procure services for a hosted Microsoft Exchange environment. Contractor will also be required to evaluate and document an initial pilot effort with the San Francisco Police Department identifying related security, legal, personal and public policy issues with providing a hosted email offering.	Regular	06/30/10

Recommendation: Approve request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration.

- (7) **Reconsideration of Request by the San Francisco Fire Department ("SFFD") to grant H-2 Firefighter status to H-3 Level III Firefighter/Paramedics who apply and are selected under the provisions of the Local 798 Memorandum of Understanding and General Order 09 A-73. (File No. 0431-09-2) – Action Item**

January 4, 2010: Grant H-2 Firefighter status to six (6) H-3 Level III Firefighter/Paramedics who have requested reclassification to H-2 Firefighter in accordance with all applicable provisions of Civil Service Commission Rule 309; one applicable provision being they must exercise their status right within a year or lose it. Furthermore, with respect to future grants of status into the H-2 classification from H-3 Level III Firefighter/Paramedics that the Civil Service Commission retain jurisdiction over each grant of status. The Commission requested the names of the six individuals.

Recommendation: Grant H-2 Firefighter status to six (6) H-3 Level III Firefighter/Paramedics who have requested reclassification to H-2 Firefighter in accordance with all applicable provisions of Civil Service Commission Rule 309; one applicable provision being they must exercise their status right within a year or lose it. Furthermore, with respect to future grants of status into the H-2 classification from H-3 Level III Firefighter/Paramedics that the Civil Service Commission retain jurisdiction over each grant of status. The names of the six individuals to be provided to the Commission.

- (8) **Reconsideration of Appeal by Michael Bollier of his automatic resignation as a 7326 Glazier with the Department of Public Works. (File No. 0275-09-7) – Action Item**

January 4, 2010: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Michael Bollier.

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Michael Bollier.

- (9) **Proposed Secondary Criteria for H-50 Assistant Chief, San Francisco Fire Department. (File No. 0027-10-1) – Action Item**

Recommendation of the Human Resources Director: Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for H-50 Assistant Chief, San Francisco Fire Department.

- (10) **Request to grant status for 2947 Hospital Eligibility Manager Sheri K. Lee to 0922 Manager I. (File No. 0028-10-2) – Action Item**

Recommendation of the Human Resources Director: Adopt the report; Approve status grant for Sheri K. Lee from 2947 Hospital Eligibility Manager to 0922 Manager I.

- (11) **Department of Human Resources Presentation on Bumping, Bumping rights and how it operates. (File No. 0030-10-1) – Discussion and Possible Action**

Recommendation: Open for discussion.

SEPARATION AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (12) Request for hearing by Marcus Davis on future employment restrictions as a Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0279-09-7) -- Action Item

January 4, 2010: Postpone to the meeting of February 1, 2010 at the request of TWU Local 250A.

Recommendation: Cancel any current examination and eligibility status;
Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two years work experience outside the City and County service;
No future employment with the San Francisco Municipal Transportation Agency.

HUMAN RESOURCES DIRECTOR'S REPORT

- (13) Status of Transfer of Fire Services Examination Unit. (File No. 0026-10-1) -- Action Item

Recommendation: Accept and file report.

EXECUTIVE OFFICER'S REPORT

- (14) Fiscal Year 2010-11 Civil Service Commission Budget Request. (File No. 0031-10-1) -- Action Item

Recommendation: Approve Fiscal Year 2010-11 Budget Request and submit to the Mayor and Controller by February 22, 2010.

- (15) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

- (16) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

- (17) ADJOURNMENT

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EXEC



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting February 1, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:11 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President E. Dennis Normandy	Not Present (Notified absence)
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of January 4, 2010

Action: Approve. (Vote of 3 to 0)

Regular Meeting of January 4, 2010

Action: Approve. (Vote of 3 to 0)

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Civil Service Commission Meeting Minutes

Regular Meeting of February 1, 2010

0024-10-8

Review of request for approval of proposed personal services contracts.
(Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-09/10	Ethics Commission	\$270,000	Services to be provided by an approved contractor on the California Secretary of State's certified list to provide a hosted electronic filing system for filing ethics forms and maintaining filing records databases. Services include web-based filing software, a back-office administration system, a database, and a search engine for on-line public disclosure.	Regular	09/30/13
4082-09/10 <i>Continue to meeting of 3/1/10</i>	Municipal Transportation Agency	\$17,100,000	Provide separate professional parking garage management services at the Moscone Center Garage, North Beach/Vallejo Garage, Performing Arts Garage, and Polk/Bush Garage. Services include: oversight of collection, reconciliation and deposit of all parking & non-parking revenue; repair & maintenance of facilities and revenue control equipment; compliance with insurance & bond requirements; providing valet or valet-assisted parking services during special events; providing personnel for cashiering, janitorial & security.	Regular	12/31/12
4083-09/10	Art Commission	\$200,000	Provide services for removal, storage, conservation & relocation of artwork at Cayuga Playground. Prior to the renovation of Cayuga Playground and the retrofit to overhead BART tracks, 376 original sculptures & two-dimensional artworks sited throughout the park will be removed, transported, stored and conserved by a fine arts service firm. Upon completion of the park's renovation, the contractor will return conserved artworks to the park and install them on customized bases.	Regular	12/31/12
4084-09/10 <i>Withdrawn</i>	Environment	\$250,000	Provide funding to projects that will produce documented reduction of greenhouse gas (GHG) pollution, support local economic development and provide other environmental benefits, including fuel switching from regular diesel to waste grease biodiesel, GHG sequestration through urban forest projects, and GHG destruction. Projects may be proposed by any agency, government, nonprofit or for profit. Funding for each project is expected to be around \$15,000 over an 18-month period.	Regular	12/31/11
4085-09/10 <i>Postpone to meeting of 3/1/10</i>	District Attorney	\$81,840	Provide services for elder abuse victims that include: outreach & support to victims of elder abuse; community presentations to educate regarding elder abuse and legal resources; consultation to prosecution team regarding legal issues in prosecuting financial, physical, emotional, or verbal abuse of elders.	Regular	06/30/12
4086-09/10	Mayor	\$900,000	Contractor shall conduct & coordinate State lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to State legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with Federal legislators.	Regular	12/31/12

Civil Service Commission Meeting Minutes

Regular Meeting of February 1, 2010

4087-09/10	Public Utilities Commission	\$4,000,000	Provide environmental analysis services to include: coordination & work plan preparation; environmental document scoping; environmental background & field studies; alternative analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.	Regular	05/01/13
4088-09/10	Public Utilities Commission	\$100,000	Micro-Local Business Enterprise contractor to develop a Community Benefits Program for SFPUC based on analysis of SFPUC existing programs and other public agencies programs to provide SFPUC with a recommended course of action to ensure that the diverse communities/stakeholders affected by SFPUC sponsored construction programs are benefitting in areas that include employment & job training; environmental, physical, & social improvements; and business development, including assisting small businesses with securing & sustaining bonding, financing, & insurance requirements.	Regular	03/01/11
4089-09/10	Public Health	\$4,500,000	Provide medical doctors (MDs) with specialization in dermatology, gynecology, nephrology, pathology, radiology, neurology, orthopedics, plastics, and other subspecialties that may be required during the term of the approval for patients of Laguna Honda Hospital and the Department of Health. The services are very low in volume, typically averaging several hours a month, and are dependent on the patient mix at any given time.	Regular	06/30/20
4090-09/10	Public Works	\$750,000	Provide full range of highly specialized environmental review services in conformance with provisions of the California Environmental Quality Act (CEQA), CEQA guidelines, and Chapter 31 of the SF Administrative Code pertaining to the preparation & processing of an environmental evaluation for the Pier 27 new Cruise Ship Terminal, a new two acre Northeast Wharf Public Plaza, and possible changes to the Embarcadero. Services include conducting transportation, noise, shadow, wind & other analysis for the above projects and for Pier 19 or 23, where improvements will allow for a combination of maritime, warehouse, office, retail, and event uses.	Regular	03/10/14

Speakers:

John St. Croix and Steven Massey, Ethics Commission spoke on PSC #4081-09/10.

Amit M. Kothari, Municipal Transportation Agency spoke on PSC #4082-09/10.

Pauson Yun and Barry Pearl, Public Utilities Commission and Edgar Lopez, Department of Public Works spoke on PSC #s 4087-09/10 and 4090-09/10.

0024-10-8 (continued)

Action:

- (1) Withdraw PSC #4084-09/10 at the request of the Department of the Environment. (Vote of 3 to 0)
- (2) Approve request for proposed personal services contract #4082-09/10. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrone dissents.) Continue to the meeting of March 1, 2010. (Three (3) votes are needed for Commission action.)
- (3) Postpone PSC #4085-09/10 to the meeting of March 1, 2010. (Vote of 3 to 0)
- (4) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0029-10-8

**Review of request for approval of proposed personal services contract.
(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4091-09/10	Department of Technology	\$186,209	Provide analysis of Citywide E-mail migration to hosted environment. Services include meeting with each & every one of City's departments to gather business, technical and related policy requirements for a single citywide hosted email platform, and to document each of those City department needs. The information gathered will be used as the basis for writing a formal RFP that will be used to procure services for a hosted Microsoft Exchange environment. Contractor will also be required to evaluate and document an initial pilot effort with the San Francisco Police Department identifying related security, legal, personal and public policy issues with providing a hosted email offering.	Regular	06/30/10

Speakers:

Richard Robinson, Department of Technology

Action:

Approve request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0431-09-2 Reconsideration of Request by the San Francisco Fire Department ("SFFD") to grant H-2 Firefighter status to H-3 Level III Firefighter/Paramedics who apply and are selected under the provisions of the Local 798 Memorandum of Understanding and General Order 09 A-73. (Item No. 7)

January 4, 2010: Grant H-2 Firefighter status to six (6) H-3 Level III Firefighter/Paramedics who have requested reclassification to H-2 Firefighter in accordance with all applicable provisions of Civil Service Commission Rule 309; one applicable provision being they must exercise their status right within a year or lose it. Furthermore, with respect to future grants of status into the H-2 classification from H-3 Level III Firefighter/Paramedics that the Civil Service Commission retain jurisdiction over each grant of status. The Commission requested the names of the six individuals.

Speakers: Jesusa Bushong, San Francisco Fire Department
Shawn Buford, Firefighters Local 798

Action: (1) Approve reconsideration. (Vote of 3 to 0)
(2) Grant H-2 Firefighter status to six (6) H-3 Level III Firefighter/Paramedics who have requested reclassification to H-2 Firefighter in accordance with all applicable provisions of Civil Service Commission Rule 309; one applicable provision being they must exercise their status right within a year or lose it. Furthermore, with respect to future grants of status into the H-2 classification from H-3 Level III Firefighter/Paramedics that the Civil Service Commission retain jurisdiction over each grant of status. The names of the six individuals to be provided to the Commission. (Vote of 3 to 0)

0275-09-7 Reconsideration of Appeal by Michael Bollier of his automatic resignation as a 7326 Glazier with the Department of Public Works. (Item No. 8)

January 4, 2010: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Michael Bollier.

Speakers: Tammy Wong, General Services Administration

Action: (1) Approve reconsideration. (Vote of 3 to 0)
(2) Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Michael Bollier. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes

Regular Meeting of February 1, 2010

0027-10-1 Proposed Secondary Criteria for H-50 Assistant Chief, San Francisco Fire Department. (Item No. 9)

Speakers: Dave Johnson, Department of Human Resources

Action: Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for H-50 Assistant Chief, San Francisco Fire Department. (Vote of 3 to 0)

0028-10-2 Request to grant status for 2947 Hospital Eligibility Manager Sheri K. Lee to 0922 Manager I. (Item No. 10)

Speakers: Melanie Morales, Department of Human Resources

Action: Adopt the report; Approve status grant for Sheri K. Lee from 2947 Hospital Eligibility Manager to 0922 Manager I. (Vote of 3 to 0)

0030-10-1 Department of Human Resources Presentation on Bumping, Bumping rights and how it operates. (Item No. 11)

Speakers: Jennifer Johnston, Department of Human Resources
Ted Yamasaki, Department of Human Resources
Kerry Ko, Department of Human Resources

Action: The Commission took no action.

0279-09-7 Request for hearing by Marcus Davis on future employment restrictions as a Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 12)

January 4, 2010: Postpone to the meeting of February 1, 2010 at the request of TWU Local 250A.

Speakers: Ericka Mitchell, Municipal Transportation Agency
Marcus Davis, Appellant

Action: Continue to the meeting of March 1, 2010. (Vote of 3 to 0)

Note: The Commission requested the Department to provide information on the log of the Light Rail Vehicle from Central Control, to view the entire video, and report from witnesses and dispatcher provided by the appellant.

0026-10-1 Status of Transfer of Fire Services Examination Unit. (Item No. 13)

Speakers: John Kraus, Department of Human Resources

Action: Accept and file report. (Vote of 3 to 0)

0031-10-1 Fiscal Year 2010-11 Civil Service Commission Budget Request. (Item No. 14)

Speakers: Sandra Eng, Civil Service Commission

Action: Approve Fiscal Year 2010-11 Budget Request and submit to the Mayor and Controller by February 22, 2010. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 15)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 16)

None.

ADJOURNMENT (Item No. 17)

5:36 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Agenda and Notice of Special Meeting

Friday, February 19, 2010

1:30 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

02-12-TOP12-54 REV D

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- I. Call to Order and Roll Call.
- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
- III. Appeals from 22 Q-35 Assistant Inspector Eligibles on List ID 21055 Challenging the Q-50 Sergeants Appointments and Assignments made in November 2009 and Request for the Commission to Determine whether these Appointments and Assignments are Proper under the Commission's Q-35/Q-50 January 16, 2009 Order and Statement of Decision adopted February 2, 2009. (File No. 0023-10-1) ACTION ITEM

Recommendation: Open for discussion.
- IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted on 2/12/10

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting; or, at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

February 17, 2010

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NOTICE OF CANCELLED MEETING

The Civil Service Commission Special Meeting of
Friday, February 19, 2010 at 1:30 p.m. has been
cancelled. If there are questions or if further
information is needed, please call the Commission
Office at 415-252-3247.

CIVIL SERVICE COMMISSION

A handwritten signature in black ink, appearing to read "Sandra Eng", written in a cursive style.

SANDRA ENG
Assistant Executive Officer



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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Agenda and Notice of Special Meeting – Closed Session

Monday, March 1, 2010

02-35-10A11:15 RCVD

1:30 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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PRESIDENT

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VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

- I. Call to Order and Roll Call.
- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
- III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (1) and California Government Code Section 54956.9 (a) – Conference with Legal Counsel – Existing Litigation. (File No. 0435-09-1) ACTION ITEM
- IV. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - *Officers for Justice, et al. v. Civil Service Commission, et al.*, (Case No. 09-509716, Superior Court of California, County of San Francisco, Dept. No. 611, filed August 5, 2009) (DISCUSSION AND POSSIBLE ACTION ITEM)
- V. Reconvene in open session:
 - 1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
 - 2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) and San Francisco Administrative Code Section 67.12(b).
- IV. Adjournment.

Please Note:

Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.

Posted 2/25/10

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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PRESIDENT

E. DENNIS NORMANDY
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MARY Y. JUNG
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ANITA SANCHEZ
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March 1, 2010

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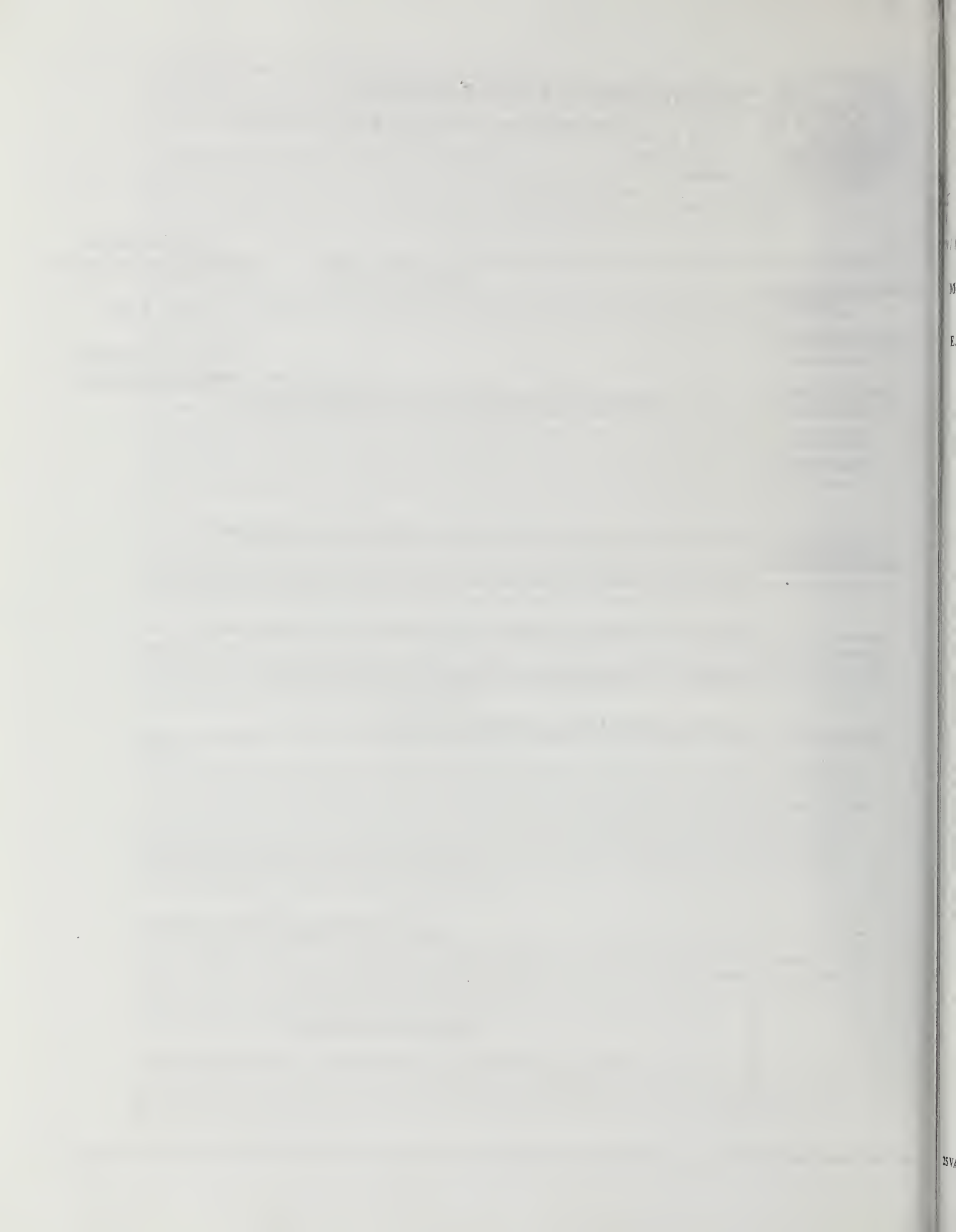
NOTICE OF CANCELLED MEETING

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Monday, March 1, 2010 at 1:30 p.m. has been cancelled
due to lack of a quorum. If there are questions or if
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CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, appearing to read "Anita Sanchez", followed by the initials "for" in a smaller, simpler script.

ANITA SANCHEZ
Executive Officer



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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

AGENDA

Regular Meeting
of
March 1, 2010

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATION AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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Civil Service Commission Meeting Agenda

Regular Meeting of March 1, 2010

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 1, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of February 1, 2010

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0024-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4082-09/10	Municipal Transportation Agency	\$17,100,000 \$2,569,400	Provide separate professional parking garage management services at the Moscone Center Garage, North Beach/Vallejo Garage, Performing Arts Garage, and Polk/Bush Garage. Services include: oversight of collection, reconciliation and deposit of all parking & non-parking revenue; repair & maintenance of facilities and revenue control equipment; compliance with insurance & bond requirements; providing valet or valet-assisted parking services during special events; providing personnel for cashing, janitorial & security.	Regular	12/31/12 2/29/12
4085-09/10	District Attorney	\$81,840	Provide services for elder abuse victims that include: outreach & support to victims of elder abuse; community presentations to educate regarding elder abuse and legal resources; consultation to prosecution team regarding legal issues in prosecuting financial, physical, emotional, or verbal abuse of elders.	Regular	06/30/12

- February 1, 2010:
- (1) Approve request for proposed personal services contract #4082-09/10. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrone dissents.) Continue to the meeting of March 1, 2010. (Three (3) votes are needed for Commission action.)
 - (2) Postpone PSC #4085-09/10 to the meeting of March 1, 2010.

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

Civil Service Commission Meeting Agenda

Regular Meeting of March 1, 2010

**(6) Review of request for approval of proposed personal services contract. (File No. 0098-10-8)
– Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4093-09/10	Police	\$400,000	Provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions regarding prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Services also include providing a business site with adequate interrogation facilities divided by one-way mirrors, and equipped with one way sound devices, video and audio recording equipment.	Regular	06/30/14
4094-09/10	Public Health	\$1,300,000	Provide as-needed and after-hours security guard services, and as-needed guard/driver services for the Community Health Network, specifically for the Substance Abuse Services Unit of Ward 93, Opiate Treatment Outpatient Program (OTOP) at San Francisco General Hospital, the Silver Avenue Health Center Methadone/Office based opiate treatment program, Building 80/90 adjacent to the OTOP program, and armed guard/driver services for the operation of the Mobile Methadone Van(s).	Regular	06/30/15
4095-09/10	Public Works	\$3,000,000	Provide architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.	Regular	08/30/15
4096-09/10	Public Works	\$1,200,000	The Materials Testing & Special Inspection (MTSI) Team will provide specialized materials testing & special inspection services for the SFPUC Headquarters Building Project located at 525 Golden Gate Ave. Consultant will be City's representative leading & coordinating the materials testing & special inspection activities for the Project to ensure compliance with all requirements of state & local regulatory agencies including the international Building Code, California Building Code, SF Dept. of Building Inspection, Special Inspection & Structural Observation, and Contract Documents.	Regular	08/01/12
4097-09/10	Public Works	\$200,000	Provide additional services to continue as Executive Preservation Architect, & provide architectural & engineering design services for the final phase of the Palace of Fine Arts, which includes full consultant coordination. The scope of work includes lagoon stabilization on the western portion of the lagoon, coordinating new paving along the colonnade pathway & Rotunda, new lighting design, re-grading of the site, new sidewalk curbs, installation of new metal doors, landscaping & irrigation.	Regular	07/01/11
4098-09/10	Airport Commission	\$12,500,000	Provide financial advisory services to manage San Francisco International Airport's capital financing program, including a \$4.1 billion debt portfolio. Services include but are not limited to, financial, investment, swap and rebate advisory services.	Regular	06/30/15

Civil Service Commission Meeting Agenda

Regular Meeting of March 1, 2010

4099-09/10	Airport Commission	\$2,500,000	Provide design & integration services for 1) Baggage Handling System (BHS) & inline explosive detection screening (EDS) systems at Terminal 3, Boarding Area E, International Terminal Building & other Airport BHS locations; services include 100% construction documents, full-service construction administration, quality control for BHS additions & modifications, 100% design & integration of programmable logic controls (PLC), pre-construction simulations, acceptance testing & integration; 2) Passenger Boarding Bridges (PBB); services include 100% construction documents, construction administration, quality control for complete PBB replacements, relocations and/or modifications, PBB integration with aircraft parking, fuel hydrant system, preconditioned air & ground power, acceptance testing with aircraft for a complete operating system.	Regular	05/31/13
4100-09/10	Airport Commission	\$26,000,000	Contractor will operate the Airport's Curbside Management Program for on-demand door-to-door van, taxicab, and limousine operations, provide customer services for air passengers seeking door-to-door transportation to leave the Airport, and facilitate services for people with special transportation needs. The contractor will monitor, coordinate and dispatch door-to-door vans, taxicabs and limousines in the holding/staging/waiting areas and curbside loading zones, as well as manage various systems supporting said operations at SFO. Airport ground transportation vehicle trip fees support the direct costs of the Program.	Regular	06/30/16
4101-09/10	Airport Commission	\$375,000	Provide customer survey data regarding the quality of the Airport's Food and Beverage and Retail Services, Parking, and other facilities and services. The surveys have consistently taken place in May for the past 19 years of at least 1,400 valid respondents to reflect the summer travel season. The preliminary results need to be analyzed and submitted to SFO within 30 days from the last interview. Vendor will produce, execute, and analyze the data and present results and recommendations to SFO.	Regular	06/30/15
4092-09/10	Police	Increase Amount \$60,000 New Amount \$90,000	The Veterinarian will provide routine and emergency medical care for up to twenty horses that are part of the San Francisco Police Department Mounted Unit. Routine services average fifteen visits per year. The Veterinarian will also perform pre-purchase horse examinations.	Modification	06/30/12
4102-07/08	Public Health	Increase Amount \$4,000,000 New Amount \$6,000,000	Will provide medical transportation services between medical facilities or a patient's home on an on-call basis, available 24 hours a day, 7 days a week. Contractor(s) may transport ambulatory or non-ambulatory patients to and from medical facilities utilizing specialized vehicles. Transportation services include patient discharges from San Francisco General Hospital, Public Health Centers or Laguna Honda Hospital; transporting voluntary mental health cases to appropriate psychiatric centers; providing Department with taxi vouchers or scripts for nonemergency services.	Modification	12/31/18

Recommendation:

Approve request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (7) **Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (File No. 0099-10-1) – Action Item**

**Recommendation of the
Director of
Transportation:** Adopt the report.

- (8) **Municipal Transportation Agency's Report on Provisional Appointments. (File No. 0100-10-1) – Action Item**

**Recommendation of the
Director of
Transportation:** Adopt the report.

REGULAR AGENDA

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- (9) **Appeal by Stephen Kloster of the Human Resources Director's determination of insufficient evidence to support his claim of harassment and disparate treatment discrimination. (File No. 0553-09-6) – Action Item**

**Recommendation of the
Human Resources
Director:** Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Stephen Kloster.

- (10) **Appeal by Alfred Lam of the Human Resources Director's decision to close his complaint of discrimination (EEO File #1360) due to insufficient evidence to support his claim of retaliation. (File No. 0347-09-6) – Action Item**

**Recommendation of the
Human Resources
Director:** Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Alfred Lam.

- (11) **Appeal by Shauna O'Donnell on her background rejection as a Public Safety Communications Dispatcher. (File No. 0925-07-4) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Shauna O'Donnell.

SEPARATION AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (12) **Request for hearing by Marcus Davis on future employment restrictions as a Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0279-09-7) -- Action Item**

January 4, 2010: Postpone to the meeting of February 1, 2010 at the request of TWU Local 250A.

February 1, 2010: Continue to the meeting of March 1, 2010.

Note: The Commission requested the Department to provide information on the log of the Light Rail Vehicle from Central Control, to view the entire video, and report from witnesses and dispatcher provided by the appellant.

Recommendation: Cancel any current examination and eligibility status;
Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two years work experience outside the City and County service;
No future employment with the San Francisco Municipal Transportation Agency.

- (13) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**
- (14) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (15) **ADJOURNMENT**



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

03-01-10A11-12 REV1

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

March 1, 2010

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NOTICE OF CANCELLED MEETING

The Civil Service Commission Regular Meeting of
Monday, March 1, 2010 at 2:00 p.m. has been cancelled
due to lack of a quorum. If there are questions or if
further information is needed, please call the
Commission Office at 415-252-3247.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Agenda and Notice of Special Meeting

Friday, March 5, 2010

2:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

- I. Call to Order and Roll Call.
- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
- III. Appeals from 22 Q-35 Assistant Inspector Eligibles on List ID 21055 Challenging the Q-50 Sergeants Appointments and Assignments made in November 2009 and Request for the Commission to Determine whether these Appointments and Assignments are Proper under the Commission's Q-35/Q-50 January 16, 2009 Order and Statement of Decision adopted February 2, 2009. (File No. 023-10-1) ACTION ITEM

These appeals raise questions concerning the meaning of the Commission's January 16, 2009 Order and February 2, 2009 Statement of Decision. The Commission may seek to clarify the Order and Statement of Decision. Without limiting the scope of the Commission's authority to address issues raised by these appeals, among the issues the Commission may address are: Whether the November 2009 appointments of Q-50 Sergeants for the purpose of assigning them to duties routinely and historically performed by Q-35/080 Assistant Inspectors/Inspectors violates the Order; whether the November 2009 assignments violate the Order; whether the Commission will order that the November 2009 appointments be vacated; whether the Commission will order the reassignment of the Q-50 Sergeants to other work; and whether the Commission will order the Chief of Police to appoint eligibles from the 1998 Q-35 list and assign them to perform investigative duties to which the Q-50's have been assigned.

Recommendation: Open for discussion.

- IV. Adjournment.

Please Note:

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Posted on 3/1/10

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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JORGAN R. GORRANO
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EXECUTIVE OFFICER

March 4, 2010

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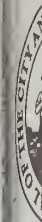
NOTICE OF CANCELLED MEETING

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due to lack of a quorum. If there are questions or if
further information is needed, please call the
Commission Office at 415-252-3247.

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, reading "Anita Sanchez".

ANITA SANCHEZ
Executive Officer



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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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Agenda and Notice of Special Meeting – Closed Session

Monday, March 15, 2010

1:30 p.m.

San Francisco Public Library
Main Library, Civic Center
Attn: Government Info. Center
Box 41 (AG)

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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PRESIDENT

DENNIS NORMANDY
VICE PRESIDENT

RONALD A. CASPER
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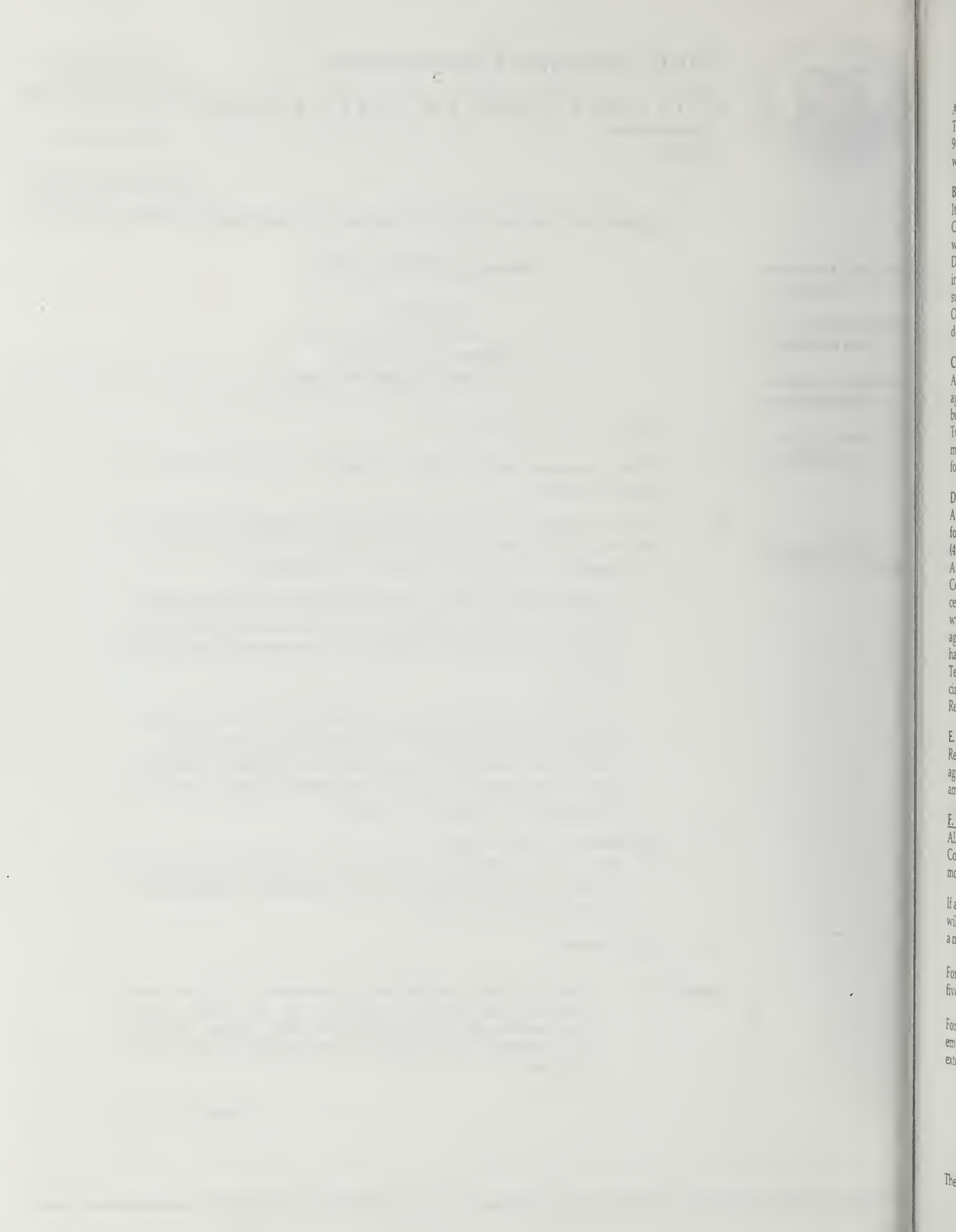
ANITA SANCHEZ
EXECUTIVE OFFICER

- I. Call to Order and Roll Call.
- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
- III. Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6. (ACTION ITEM)
 - A) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6

Commission Negotiator: Anita Sanchez, Executive Officer
Organization: San Francisco Police Officers Association
Anticipated issue under negotiation: Certification Rule for promotions applicable to the Uniformed Ranks of the Police Department – Volume II – Rule 213.
- IV. Reconvene in open session:
 - A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)
- V. Adjournment.

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Posted 03-11-10



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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Minutes of Special Meeting – Closed Session

Monday, March 15, 2010

1:30 p.m.

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VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

- I. The Special Meeting was called to order at 1:38 p.m.

Present: President Morgan R. Gorrondo
Vice President E. Dennis Normandy
Commissioner Donald A. Casper

Not Present: Commissioner Mary Y. Jung (Notified Absence)

President Morgan R. Gorrondo presided.

- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

- III. Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6. (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6 (DISCUSSION AND POSSIBLE ACTION ITEM)

Commission Negotiator: Anita Sanchez, Executive Officer

Organization: San Francisco Police Officers Association

Anticipated issue under negotiation: Certification Rule for promotions applicable to the Uniformed Ranks of the Police Department – Volume II – Rule 213.

Action: The Commission voted to conduct a closed session. (Vote of 3 to 0)

Closed Session started at 1:40 p.m. in City Hall, Room 400 and the following were present:

Morgan R. Gorrondo, President, CSC

E. Dennis Normandy, Vice President, CSC

Donald A. Casper, Commissioner

Anita Sanchez, Executive Officer, CSC

Sandra Eng, Assistant Executive Officer, CSC

Lizzette Henríquez, Civil Service Commission

Paul Zarefsky, Deputy City Attorney

Alice Villagomez, San Francisco Police Department

John Kraus, Department of Human Resources

Closed Session ended at 2:07 p.m.

IV. Reconvened in Open Session at 2:09 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12 (a))

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 3 to 0)

V. Adjournment

2:10 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

03-10-10A10:00 RCVD

A G E N D A

Regular Meeting
of
March 15, 2010

GOVERNMENT
DOCUMENTS DEPT

MAR - 9 2010

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

SAN FRANCISCO
PUBLIC LIBRARY

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

5/10
MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of March 15, 2010

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting; or, at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 15, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Morgan R. Gorrone
Vice President E. Dennis Normandy
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of February 1, 2010

March 1, 2010: Postpone to the meeting of March 15, 2010.

Recommendation: Approve.

Regular Meeting of March 1, 2010

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0024-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4082-09/10	Municipal Transportation Agency	\$17,100,000 \$2,569,400	Provide separate professional parking garage management services at the Moscone Center Garage, North Beach/Vallejo Garage, Performing Arts Garage, and Polk/Bush Garage. Services include: oversight of collection, reconciliation and deposit of all parking & non-parking revenue; repair & maintenance of facilities and revenue control equipment; compliance with insurance & bond requirements; providing valet or valet-assisted parking services during special events; providing personnel for cashiering, janitorial & security.	Regular	12/31/12 2/29/12
4085-09/10	District Attorney	\$81,840	Provide services for elder abuse victims that include: outreach & support to victims of elder abuse; community presentations to educate regarding elder abuse and legal resources; consultation to prosecution team regarding legal issues in prosecuting financial, physical, emotional, or verbal abuse of elders.	Regular	06/30/12

- February 1, 2010:
- (1) Approve request for proposed personal services contract #4082-09/10. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrondo dissents.) Continue to the meeting of March 1, 2010. (Three (3) votes are needed for Commission action.)
 - (2) Postpone PSC #4085-09/10 to the meeting of March 1, 2010.

March 1, 2010: Postpone to the meeting of March 15, 2010.

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

Civil Service Commission Meeting Agenda

Regular Meeting of March 15, 2010

(6) Review of request for approval of proposed personal services contract. (File No. 0098-10-8)
– Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4093-09/10	Police	\$400,000	Provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions regarding prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Services also include providing a business site with adequate interrogation facilities divided by one-way mirrors, and equipped with one way sound devices, video and audio recording equipment.	Regular	06/30/14
4094-09/10	Public Health	\$1,300,000	Provide as-needed and after-hours security guard services, and as-needed guard/driver services for the Community Health Network, specifically for the Substance Abuse Services Unit of Ward 93, Opiate Treatment Outpatient Program (OTOP) at San Francisco General Hospital, the Silver Avenue Health Center Methadone/Office based opiate treatment program, Building 80/90 adjacent to the OTOP program, and armed guard/driver services for the operation of the Mobile Methadone Van(s).	Regular	06/30/15
4095-09/10	Public Works	\$3,000,000	Provide architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.	Regular	08/30/15
4096-09/10	Public Works	\$1,200,000	The Materials Testing & Special Inspection (MTSI) Team will provide specialized materials testing & special inspection services for the SFPUC Headquarters Building Project located at 525 Golden Gate Ave. Consultant will be City's representative leading & coordinating the materials testing & special inspection activities for the Project to ensure compliance with all requirements of state & local regulatory agencies including the international Building Code, California Building Code, SF Dept. of Building Inspection, Special Inspection & Structural Observation, and Contract Documents.	Regular	08/01/12
4097-09/10	Public Works	\$200,000	Provide additional services to continue as Executive Preservation Architect, & provide architectural & engineering design services for the final phase of the Palace of Fine Arts, which includes full consultant coordination. The scope of work includes lagoon stabilization on the western portion of the lagoon, coordinating new paving along the colonnade pathway & Rotunda, new lighting design, re-grading of the site, new sidewalk curbs, installation of new metal doors, landscaping & irrigation.	Regular	07/01/11
4098-09/10	Airport Commission	\$12,500,000	Provide financial advisory services to manage San Francisco International Airport's capital financing program, including a \$4.1 billion debt portfolio. Services include but are not limited to, financial, investment, swap and rebate advisory services.	Regular	06/30/15

Civil Service Commission Meeting Agenda

Regular Meeting of March 15, 2010

4099-09/10	Airport Commission	\$2,500,000	Provide design & integration services for 1) Baggage Handling System (BHS) & inline explosive detection screening (EDS) systems at Terminal 3, Boarding Area E, International Terminal Building & other Airport BHS locations; services include 100% construction documents, full-service construction administration, quality control for BHS additions & modifications, 100% design & integration of programmable logic controls (PLC), pre-construction simulations, acceptance testing & integration; 2) Passenger Boarding Bridges (PBB); services include 100% construction documents, construction administration, quality control for complete PBB replacements, relocations and/or modifications, PBB integration with aircraft parking, fuel hydrant system, preconditioned air & ground power, acceptance testing with aircraft for a complete operating system.	Regular	05/31/13
4100-09/10	Airport Commission	\$26,000,000	Contractor will operate the Airport's Curbside Management Program for on-demand door-to-door van, taxicab, and limousine operations, provide customer services for air passengers seeking door-to-door transportation to leave the Airport, and facilitate services for people with special transportation needs. The contractor will monitor, coordinate and dispatch door-to-door vans, taxicabs and limousines in the holding/staging/waiting areas and curbside loading zones, as well as manage various systems supporting said operations at SFO. Airport ground transportation vehicle trip fees support the direct costs of the Program.	Regular	06/30/16
4101-09/10	Airport Commission	\$375,000	Provide customer survey data regarding the quality of the Airport's Food and Beverage and Retail Services, Parking, and other facilities and services. The surveys have consistently taken place in May for the past 19 years of at least 1,400 valid respondents to reflect the summer travel season. The preliminary results need to be analyzed and submitted to SFO within 30 days from the last interview. Vendor will produce, execute, and analyze the data and present results and recommendations to SFO.	Regular	06/30/15
4092-09/10	Police	Increase Amount \$60,000 New Amount \$90,000	The Veterinarian will provide routine and emergency medical care for up to twenty horses that are part of the San Francisco Police Department Mounted Unit. Routine services average fifteen visits per year. The Veterinarian will also perform pre-purchase horse examinations.	Modification	06/30/12
4102-07/08	Public Health	Increase Amount \$4,000,000 New Amount \$6,000,000	Will provide medical transportation services between medical facilities or a patient's home on an on-call basis, available 24 hours a day, 7 days a week. Contractor(s) may transport ambulatory or non-ambulatory patients to and from medical facilities utilizing specialized vehicles. Transportation services include patient discharges from San Francisco General Hospital, Public Health Centers or Laguna Honda Hospital; transporting voluntary mental health cases to appropriate psychiatric centers; providing Department with taxi vouchers or scripts for nonemergency services.	Modification	12/31/18

March 1, 2010:

Postpone to the meeting of March 15, 2010.

Recommendation:

Approve request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration.

Civil Service Commission Meeting Agenda

Regular Meeting of March 15, 2010

(7) Review of request for approval of proposed personal services contract. (File No. 0130-10-8)
– Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4103-09/10	Police	\$140,000	Provide court reporting services and transcription as needed for disciplinary hearings and Police Commission meetings, along with transcription of tapes from interviews done with the Police Department's Management Control Division and other investigative units within the Police Department.	Regular	06/30/14
4104-09/10	Public Utilities Commission	\$3,750,000	Provide analytical and technical support for SFPUC's key transmission, distribution, energy banking, and energy services contracts and agreements. Work will consist of performing qualitative and quantitative support and analysis in evaluating our existing agreements and services, individually and as a whole. Alternatives for each contract agreement will be evaluated to ensure we secure the best overall level of replacement services, at the lowest cost and minimal impact to our operations consistent with our goals and objectives.	Regular	06/30/15
4105-09/10	Emergency Management	\$200,000	Consultant will develop a Disaster Debris Management Program, which will include the development of a local Debris Management Plan, and providing Debris Management Plan training to stakeholders. This plan is critical to any major response and is required by FEMA. Failure to remove and manage debris can hinder response and recovery efforts which will impact public health and safety.	Regular	02/01/11
4106-09/10	Airport Commission	\$2,400,000	Work will include: Project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management, and construction management services for Airport Terminal and Facility projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2.	Regular	06/30/15
1015-08/09	Art Commission	Increase Amount \$2,061,095 New Amount \$3,799,020	Will perform concerts at the San Francisco Davies Symphony Hall in July-August 2009 with a free concert at a public park. This is the 58th year for Summer POPS concerts. Modification includes additional concerts from October, 2009 through July, 2010, and 2 free concerts at a public park - 59th year for the Summer POPS concerts.	Modification	01/31/11

Civil Service Commission Meeting Agenda**Regular Meeting of March 15, 2010**

4072-07/08	Public Utilities Commission	Increase Amount \$25,000,000 New Amount \$38,000,000	Provide professional construction management services to oversee a specific WSIP construction project, the Calaveras Dam Replacement, on behalf of the SFPUC. Work includes inspection oversight & enforcement of contract requirements for construction protocols, seismic safety design & environmental mitigation measure. Please note that the original PSC submitted for this project was never used as the project schedule was delayed and new services added to accommodate two primary scope changes to the project: 1) development of plans to address the presence and extent of Naturally Occurring Asbestos (NOA) at project site; and 2) additional improvements to be added at Calaveras Dam and at the Alameda Creek Diversion Dam (ACDD) to address fishery enhancements within the Alameda Creek Watershed. New services now include creation of new specialized positions on the Construction Management team to manage the implementation of the Comprehensive Air Monitoring Program (CAMP) to address the naturally occurring asbestos, silica and metals at the project site and to manage the construction and environmental compliance of the new fishery enhancements.	Modification	12/31/15
4102-09/10	Public Utilities Commission	Increase Amount \$30,000 New Amount \$75,000	Contract work consists of the following: 1. Sorting benthic invertebrate samples into major taxonomic groups in preparation for identification; 2. Performing quality control on staff taxonomists by re-identifying random samples and working with staff taxonomists to resolve differences; 3. Performing taxonomic identification on samples as needed; 4. Providing training to identify freshwater aquatic invertebrates as needed.	Modification	07/30/12

Recommendation:

Approve request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (File No. 0099-10-1) – Action Item

March 1, 2010: Postpone to the meeting of March 15, 2010.

Recommendation: Adopt the report.

Civil Service Commission Meeting Agenda**Regular Meeting of March 15, 2010**

- (9) **Municipal Transportation Agency's Report on Provisional Appointments.**
(File No. 0100-10-1) – Action Item

March 1, 2010: Postpone to the meeting of March 15, 2010.

Recommendation: Adopt the report.

- (10) **Municipal Transportation Agency's 2009 Workforce Utilization Analysis Report.**
(File No. 0123-10-1) – Action Item

Recommendation: Accept and file report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (11) **Review of request for approval of proposed personal services contract. (File No. 0131-10-8)**
– Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4107-09/10	Public Works	\$50,000	Additional architecture and related design services are needed to complete the Portola Branch Library project. A professional design firm authorized by PSC #4005-02/03 has already performed similar services; however, the project has experienced delays and budget escalation, and the PSC duration has expired and cannot be modified. Therefore, the DPW is requesting a new PSC for additional fees and new contract duration for the Portola project.	Modification	09/30/10

Recommendation: Approve request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration.

- (12) **Appeal by Stephen Kloster of the Human Resources Director's determination of insufficient evidence to support his claim of harassment and disparate treatment discrimination. (File No. 0553-09-6) – Action Item**

March 1, 2010: Postpone to the meeting of March 15, 2010.

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Stephen Kloster.

- (13) Appeal by Alfred Lam of the Human Resources Director's decision to close his complaint of discrimination (EEO File #1360) due to insufficient evidence to support his claim of retaliation. (File No. 0347-09-6) – Action Item

March 1, 2010: Postpone to the meeting of March 15, 2010.

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Alfred Lam.

- (14) Appeal by Shauna O'Donnell on her background rejection as a Public Safety Communications Dispatcher. (File No. 0925-07-4) – Action Item

March 1, 2010: Postpone to the meeting of March 15, 2010.

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Shauna O'Donnell.

HUMAN RESOURCES DIRECTOR'S REPORT

- (15) Department of Human Resources' Report on Provisional Appointments. (File No. 0133-10-1) – Action Item

Recommendation: Accept and file report.

- (16) Department of Human Resources' Report on the Position-Based Testing Program. (File No. 0134-10-1) – Action Item

Recommendation: Accept and file report.

- (17) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

- (18) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (19) **ADJOURNMENT**

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

Regular Meeting
March 15, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

GOVERNMENT
DOCUMENTS DEPT

MAR 18 2010

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:19 p.m.

ROLL CALL

President Morgan R. Gorrone	Present
Vice President E. Dennis Normandy	Present (Left at 3:25 p.m. Missed Item #s 8-19)
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrone presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

- (1) Daniel Boreen requested to see the viewing file.
- (2) Steve Pitocchi, SEIU Local 1021 requested that PSC #s 4092-09/10, 4096-09/10, 4097-09/10, 4100-09/10 and 4103-09/10 be severed.
- (3) Wesley Wakeford, Attorney for Stephen Kloster commented on Item #12 and urged the Commission to objectively review all materials submitted.

APPROVAL OF MINUTES

Regular Meeting of February 1, 2010

March 1, 2010: Postpone to the meeting of March 15, 2010.

Action: Approve. (Vote of 4 to 0)

Regular Meeting of March 1, 2010

Action: Approve. (Vote of 4 to 0)

ANITA SANCHEZ
EXECUTIVE OFFICER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
VICE PRESIDENT

MORGAN R. GORRONE
PRESIDENT

Civil Service Commission Meeting Minutes

Regular Meeting of March 15, 2010

0024-10-8

Review of request for approval of proposed personal services contracts.
(Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4082-09/10	Municipal Transportation Agency	\$17,100,000 \$2,569,400	Provide separate professional parking garage management services at the Moscone Center Garage, North Beach/Vallejo Garage, Performing Arts Garage, and Polk/Bush Garage. Services include: oversight of collection, reconciliation and deposit of all parking & non-parking revenue; repair & maintenance of facilities and revenue control equipment; compliance with insurance & bond requirements; providing valet or valet-assisted parking services during special events; providing personnel for cashing, janitorial & security.	Regular	12/31/12 2/29/12
4085-09/10	District Attorney	\$81,840	Provide services for elder abuse victims that include: outreach & support to victims of elder abuse; community presentations to educate regarding elder abuse and legal resources; consultation to prosecution team regarding legal issues in prosecuting financial, physical, emotional, or verbal abuse of elders.	Regular	06/30/12

- February 1, 2010:
- (1) Approve request for proposed personal services contract #4082-09/10. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrone dissents.) Continue to the meeting of March 1, 2010. (Three (3) votes are needed for Commission action.)
 - (2) Postpone PSC #4085-09/10 to the meeting of March 1, 2010.

March 1, 2010: Postpone to the meeting of March 15, 2010.

Speakers: Sheila Arcelona and Allen Kennedy, District Attorney's Office spoke on PSC #4085-09/10.

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0098-10-8

Review of request for approval of proposed personal services contract.
(Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4093-09/10	Police	\$400,000	Provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions regarding prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Services also include providing a business site with adequate interrogation facilities divided by one-way mirrors, and equipped with one way sound devices, video and audio recording equipment.	Regular	06/30/14

Civil Service Commission Meeting Minutes

Regular Meeting of March 15, 2010

4094-09/10	Public Health	\$1,300,000	Provide as-needed and after-hours security guard services, and as-needed guard/driver services for the Community Health Network, specifically for the Substance Abuse Services Unit of Ward 93, Opiate Treatment Outpatient Program (OTOP) at San Francisco General Hospital, the Silver Avenue Health Center Methadone/Office based opiate treatment program, Building 80/90 adjacent to the OTOP program, and armed guard/driver services for the operation of the Mobile Methadone Van(s).	Regular	06/30/15
4095-09/10	Public Works	\$3,000,000	Provide architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.	Regular	08/30/15
4096-09/10	Public Works	\$1,200,000	The Materials Testing & Special Inspection (MTSI) Team will provide specialized materials testing & special inspection services for the SFPUC Headquarters Building Project located at 525 Golden Gate Ave. Consultant will be City's representative leading & coordinating the materials testing & special inspection activities for the Project to ensure compliance with all requirements of state & local regulatory agencies including the international Building Code, California Building Code, SF Dept. of Building Inspection, Special Inspection & Structural Observation, and Contract Documents.	Regular	08/01/12
4097-09/10	Public Works	\$200,000	Provide additional services to continue as Executive Preservation Architect, & provide architectural & engineering design services for the final phase of the Palace of Fine Arts, which includes full consultant coordination. The scope of work includes lagoon stabilization on the western portion of the lagoon, coordinating new paving along the colonnade pathway & Rotunda, new lighting design, re-grading of the site, new sidewalk curbs, installation of new metal doors, landscaping & irrigation.	Regular	07/01/11
4098-09/10	Airport Commission	\$12,500,000	Provide financial advisory services to manage San Francisco International Airport's capital financing program, including a \$4.1 billion debt portfolio. Services include but are not limited to, financial, investment, swap and rebate advisory services.	Regular	06/30/15
4099-09/10	Airport Commission	\$2,500,000	Provide design & integration services for 1) Baggage Handling System (BHS) & inline explosive detection screening (EDS) systems at Terminal 3, Boarding Area E, International Terminal Building & other Airport BHS locations; services include 100% construction documents, full-service construction administration, quality control for BHS additions & modifications, 100% design & integration of programmable logic controls (PLC), pre-construction simulations, acceptance testing & integration; 2) Passenger Boarding Bridges (PBB); services include 100% construction documents, construction administration, quality control for complete PBB replacements, relocations and/or modifications, PBB integration with aircraft parking, fuel hydrant system, preconditioned air & ground power, acceptance testing with aircraft for a complete operating system.	Regular	05/31/13

Civil Service Commission Meeting Minutes

Regular Meeting of March 15, 2010

4100-09/10	Airport Commission	\$26,000,000	Contractor will operate the Airport's Curbside Management Program for on-demand door-to-door van, taxicab, and limousine operations, provide customer services for air passengers seeking door-to-door transportation to leave the Airport, and facilitate services for people with special transportation needs. The contractor will monitor, coordinate and dispatch door-to-door vans, taxicabs and limousines in the holding/staging/waiting areas and curbside loading zones, as well as manage various systems supporting said operations at SFO. Airport ground transportation vehicle trip fees support the direct costs of the Program.	Regular	06/30/16
4101-09/10	Airport Commission	\$375,000	Provide customer survey data regarding the quality of the Airport's Food and Beverage and Retail Services, Parking, and other facilities and services. The surveys have consistently taken place in May for the past 19 years of at least 1,400 valid respondents to reflect the summer travel season. The preliminary results need to be analyzed and submitted to SFO within 30 days from the last interview. Vendor will produce, execute, and analyze the data and present results and recommendations to SFO.	Regular	06/30/15
4092-09/10	Police	Increase Amount \$60,000 New Amount \$90,000	The Veterinarian will provide routine and emergency medical care for up to twenty horses that are part of the San Francisco Police Department Mounted Unit. Routine services average fifteen visits per year. The Veterinarian will also perform pre-purchase horse examinations.	Modification	06/30/12
4102-07/08	Public Health	Increase Amount \$4,000,000 New Amount \$6,000,000	Will provide medical transportation services between medical facilities or a patient's home on an on-call basis, available 24 hours a day, 7 days a week. Contractor(s) may transport ambulatory or non-ambulatory patients to and from medical facilities utilizing specialized vehicles. Transportation services include patient discharges from San Francisco General Hospital, Public Health Centers or Laguna Honda Hospital; transporting voluntary mental health cases to appropriate psychiatric centers; providing Department with taxi vouchers or scripts for nonemergency services.	Modification	12/31/18

March 1, 2010: Postpone to the meeting of March 15, 2010.

Speakers: Sgt. Michael Zurcher, San Francisco Police Department spoke on PSC #4093-09/10.
 Jacquie Hale, Department of Public Health and Sgt. Michael Zurcher, San Francisco Police Department spoke on PSC #4094-09/10.
 Mark Dorian, Department of Public Works spoke on PSC #4095-09/10.
 Brook Mebrahtu, Department of Public Works and Steve Pitocchi, SEIU Local 1021 spoke on PSC #4096-09/10.
 Toks Ajike, Recreation and Parks Department and Steve Pitocchi, SEIU Local 1021 spoke on PSC #4097-09/10.

0098-10-8 (continued)

Speakers: Cynthia Avakian, Airport Commission and Steve Pitocchi, SEIU Local 1021 spoke on PSC #4100-09/10.
Sgt. Robert Totah and Tom Newland, San Francisco Police Department and Steve Pitocchi, SEIU Local 1021 spoke on PSC #4092-09/10.
Sharon Kwong, Department of Public Health spoke on PSC #4102-07/08.

- Action:**
- (1) Approve request for proposed personal services contract #4096-09/10 on the condition that the Department of Public Works engage in discussions with SEIU Local 1021. Should SEIU continue to have concerns about the contract, it may be put back on calendar for further discussion and action at the next regular meeting of April 5, 2010. In no case will the approval of the contract be delayed beyond the April 5, 2010 meeting. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
 - (2) Approve request for proposed personal services contract #4097-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the Recreation and Parks Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
 - (3) Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

**0130-10-8 Review of request for approval of proposed personal services contract.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4103-09/10	Police	\$140,000	Provide court reporting services and transcription as needed for disciplinary hearings and Police Commission meetings, along with transcription of tapes from interviews done with the Police Department's Management Control Division and other investigative units within the Police Department.	Regular	06/30/14

Civil Service Commission Meeting Minutes

Regular Meeting of March 15, 2010

4104-09/10	Public Utilities Commission	\$3,750,000	Provide analytical and technical support for SFPUC's key transmission, distribution, energy banking, and energy services contracts and agreements. Work will consist of performing qualitative and quantitative support and analysis in evaluating our existing agreements and services, individually and as a whole. Alternatives for each contract agreement will be evaluated to ensure we secure the best overall level of replacement services, at the lowest cost and minimal impact to our operations consistent with our goals and objectives.	Regular	06/30/15
4105-09/10	Emergency Management	\$200,000	Consultant will develop a Disaster Debris Management Program, which will include the development of a local Debris Management Plan, and providing Debris Management Plan training to stakeholders. This plan is critical to any major response and is required by FEMA. Failure to remove and manage debris can hinder response and recovery efforts which will impact public health and safety.	Regular	02/01/11
4106-09/10	Airport Commission	\$2,400,000	Work will include: Project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management, and construction management services for Airport Terminal and Facility projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2.	Regular	06/30/15
1015-08/09	Art Commission	Increase Amount \$2,061,095 New Amount \$3,799,020	Will perform concerts at the San Francisco Davies Symphony Hall in July-August 2009 with a free concert at a public park. This is the 58th year for Summer POPS concerts. Modification includes additional concerts from October, 2009 through July, 2010, and 2 free concerts at a public park - 59th year for the Summer POPS concerts.	Modification	01/31/11
4072-07/08	Public Utilities Commission	Increase Amount \$25,000,000 New Amount \$38,000,000	Provide professional construction management services to oversee a specific WSIP construction project, the Calaveras Dam Replacement, on behalf of the SFPUC. Work includes inspection oversight & enforcement of contract requirements for construction protocols, seismic safety design & environmental mitigation measure. Please note that the original PSC submitted for this project was never used as the project schedule was delayed and new services added to accommodate two primary scope changes to the project: 1) development of plans to address the presence and extent of Naturally Occurring Asbestos (NOA) at project site; and 2) additional improvements to be added at Calaveras Dam and at the Alameda Creek Diversion Dam (ACDD) to address fishery enhancements within the Alameda Creek Watershed. New services now include creation of new specialized positions on the Construction Management team to manage the implementation of the Comprehensive Air Monitoring Program (CAMP) to address the naturally occurring asbestos, silica and metals at the project site and to manage the construction and environmental compliance of the new fishery enhancements.	Modification	12/31/15

Civil Service Commission Meeting Minutes**Regular Meeting of March 15, 2010**

4102-09/10	Public Utilities Commission	Increase Amount \$30,000 New Amount \$75,000	Contract work consists of the following: 1. Sorting benthic invertebrate samples into major taxonomic groups in preparation for identification; 2. Performing quality control on staff taxonomists by re-identifying random samples and working with staff taxonomists to resolve differences; 3. Performing taxonomic identification on samples as needed; 4. Providing training to identify freshwater aquatic invertebrates as needed.	Modification	07/30/12
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Speakers:

Lt. Joe Reilly, San Francisco Police Department and Steve Pitocchi, SEIU Local 1021 spoke on PSC #4103-09/10.
Rob Dudgeon, Emergency Management spoke on PSC #4105-09/10.
Cynthia Avakian and Geri Rayca, Airport Commission spoke on PSC #4106-09/10.

Action:

- (1) Approve request for proposed personal services contract 4103-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the San Francisco Police Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (2) Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0099-10-1**Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (Item No. 8)**

March 1, 2010: Postpone to the meeting of March 15, 2010.

Speakers: None.

Action: Accept and file the report. (Vote of 3 to 0)

0100-10-1**Municipal Transportation Agency's Report on Provisional Appointments. (Item No. 9)**

March 1, 2010: Postpone to the meeting of March 15, 2010.

Speakers: None.

Action: Accept and file the report. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes**Regular Meeting of March 15, 2010****0123-10-1 Municipal Transportation Agency's 2009 Workforce Utilization Analysis Report.
(Item No. 10)****Speakers:** None.**Action:** Accept and file report. (Vote of 4 to 0)**0131-10-8 Review of request for approval of proposed personal services contract.
(Item No. 11)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4107-09/10	Public Works	\$50,000	Additional architecture and related design services are needed to complete the Portola Branch Library project. A professional design firm authorized by PSC #4005-02/03 has already performed similar services; however, the project has experienced delays and budget escalation, and the PSC duration has expired and cannot be modified. Therefore, the DPW is requesting a new PSC for additional fees and new contract duration for the Portola project.	Modification	09/30/10

Speakers: Mindy Linetzky, Department of Public Works**Action:** Approve request for proposed personal services contract.
Notify the offices of the Controller and the Office of Contract Administration. (Vote of 3 to 0)**0553-09-6 Appeal by Stephen Kloster of the Human Resources Director's determination of insufficient evidence to support his claim of harassment and disparate treatment discrimination. (Item No. 12)****March 1, 2010:** Postpone to the meeting of March 15, 2010.**Speakers:** Janie White, Department of Human Resources
Wesley Wakeford, Attorney**Action:** Continue to a Special meeting after May 11, 2010. The Executive Officer to make arrangements to schedule the Special meeting based on the availability of all parties and City Hall hearing rooms. (Vote of 3 to 0)

0347-09-6 **Appeal by Alfred Lam of the Human Resources Director's decision to close his complaint of discrimination (EEO File #1360) due to insufficient evidence to support his claim of retaliation. (Item No. 13)**

March 1, 2010: Postpone to the meeting of March 15, 2010.

Speakers: Silvia Castellanos, Department of Human Resources
Alfred Lam, Appellant

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Alfred Lam. (Vote of 3 to 0)

0925-07-4 **Appeal by Shauna O'Donnell on her background rejection as a Public Safety Communications Dispatcher. (Item No. 14)**

March 1, 2010: Postpone to the meeting of March 15, 2010.

Speakers: Terrence Daniels, Emergency Management Department

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Shauna O'Donnell.
(Vote of 3 to 0) Ms. O'Donnell failed to appear.

0133-10-1 **Department of Human Resources' Report on Provisional Appointments. (Item No. 15)**

Speakers: John Kraus, Department of Human Resources

Action: Accept and file report. (Vote of 3 to 0)

0134-10-1 **Department of Human Resources' Report on the Position-Based Testing Program. (Item No. 16)**

Speakers: None.

Action: Accept and file report. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 17)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 18)

None

ADJOURNMENT (Item No. 19)

5:39 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Agenda and Notice of Special Meeting

Friday, March 19, 2010

2:30 p.m.

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

03-12-10PT12:35 REV0

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- I. Call to Order and Roll Call.
- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
- III. Appeals from 22 Q-35 Assistant Inspector Eligibles on List ID 21055 Challenging the Q-50 Sergeants Appointments and Assignments made in November 2009 and Request for the Commission to Determine whether these Appointments and Assignments are Proper under the Commission's Q-35/Q-50 January 16, 2009 Order and Statement of Decision adopted February 2, 2009. (File No. 0023-10-1) ACTION ITEM
Recommendation: Open for discussion.
- IV. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.

Posted on 03/12/10

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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B. Policy Requiring Written Reports

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I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

03-12-10P12:15 80VD

Agenda and Notice of Special Meeting

Amended

Friday, March 19, 2010

2:30 p.m.

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

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COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

- I. Call to Order and Roll Call.
- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
- III. Appeals from 22 Q-35 Assistant Inspector Eligibles on List ID 21055 Challenging the Q-50 Sergeants Appointments and Assignments made in November 2009 and Request for the Commission to Determine whether these Appointments and Assignments are Proper under the Commission's Q-35/Q-50 January 16, 2009 Order and Statement of Decision adopted February 2, 2009. (File No. 023-10-1) ACTION ITEM

These appeals raise questions concerning the meaning of the Commission's January 16, 2009 Order and February 2, 2009 Statement of Decision. The Commission may seek to clarify the Order and Statement of Decision. Without limiting the scope of the Commission's authority to address issues raised by these appeals, among the issues the Commission may address are: Whether the November 2009 appointments of Q-50 Sergeants for the purpose of assigning them to duties routinely and historically performed by Q-35/080 Assistant Inspectors/Inspectors violates the Order; whether the November 2009 assignments violate the Order; whether the Commission will order that the November 2009 appointments be vacated; whether the Commission will order the reassignment of the Q-50 Sergeants to other work; and whether the Commission will order the Chief of Police to appoint eligibles from the 1998 Q-35 list and assign them to perform investigative duties to which the Q-50's have been assigned.

Recommendation: Open for discussion.

- IV. Adjournment.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Ruston, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Minutes of Special Meeting

Friday, March 19, 2010

2:30 p.m.

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MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

- I. The Special Meeting was called to order at 2:39 p.m.
Present: Vice President E. Dennis Normandy
Commissioner Donald A. Casper
Commissioner Mary Y. Jung
Not Present: President Morgan R. Gorrono (Notified absence)
Vice President E. Dennis Normandy presided.
- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
Michelle Rodriguez asked how the hearing should proceed.
- III. Appeals from 22 Q-35 Assistant Inspector Eligibles on List ID 21055 Challenging the Q-50 Sergeants Appointments and Assignments made in November 2009 and Request for the Commission to Determine whether these Appointments and Assignments are Proper under the Commission's Q-35/Q-50 January 16, 2009 Order and Statement of Decision adopted February 2, 2009. (File No. 023-10-1) ACTION ITEM
Speakers: Michelle Rodriguez, Public Advocates
John Affeldt, Public Advocates
Jennifer Johnston, Department of Human Resources
Alice Villagomez, Human Resources Director, SFPD
John Loftus, Commander , Police Department, explained the reorganization of the Department's Investigations Unit.
Juanita Stockwell, Q-2 working at Taraval station, described her duties as a Q-2.
Judith Riggle, Patrol Sergeant, explained how assignments are handled at the Taraval Station.
Michael Lewis, expressed his frustration that the matter has not been resolved and where can remedy be sought.
Action: The Commission voted to continue this matter to the earliest meeting at the call of the Commission President and requested the Department of Human Resources and the Police Department to provide information. (Vote of 3 to 0)
- VI. Adjournment
4:36 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

A G E N D A

Regular Meeting
of
April 5, 2010

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATION AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
DOCUMENTS DEPT

MAR 29 2010

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MAR 30 2010

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ANITA SANCHEZ
EXECUTIVE OFFICER

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of April 5, 2010

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 5, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of March 15, 2010

Recommendation: Approve.

Regular Meeting of March 15, 2010

Recommendation: Approve.

Special Meeting of March 19, 2010

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contract. (File No. 0155-10-8)
– Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1001-09/10	Airport	\$170,000	This is an agreement to partially fund SanTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the south. SanTrans is the bus Operator that uses its own buses and facilities to operate in San Mateo County. This is a late night service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m.	Annual	06/30/11
1002-09/10	Sheriff	\$750,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.	Annual	06/30/11
1003-09/10	Sheriff	\$100,000	The contractor will provide timely transportation of prisoners throughout California and the United States, pursuant to court orders or lawful arrest warrants. Transportation could possibly include required overnight lodging of the prisoners.	Annual	06/30/11
4108-09/10	Art Commission	\$200,000	Conservation, cleaning and repair of miscellaneous artworks in the City's collection, including those at San Francisco International Airport, Moscone Convention Center, Golden Gate Park, Market Street, General Hospital, and other locations throughout the city. Work will include repair, conservation, cleaning and repair of artworks in all media. Conservation consulting services are also included to assist the Arts Commission in evaluating the condition of artworks in the City's collection, and evaluating proposed artworks for durability and maintainability.	Regular	07/31/12
4109-09/10	Airport Commission	\$1,160,000	Contractor will implement free Wi-Fi service for SFO's traveling public under a pilot project agreement citing Admin. Code 21.5(c). The pilot project retains the services of T-mobile (current SFO fee-based Wi-Fi provider) to convert the current SFO Wi-Fi environment to a free Wi-Fi service. In addition, the pilot project will allow SFO to compile comprehensive requirements that will be necessary to award a long-term free Wi-Fi contract.	Regular	02/28/11

Civil Service Commission Meeting Agenda

Regular Meeting of April 5, 2010

4110-09/10	Department of Technology	\$650,000	This work consists of a highly complex server consolidation and relocation of hardware resources using virtual technology. Contractor will: 1) Conduct a virtual infrastructure assessment to baseline the current server workloads in order to approximately size the target environment; 2) Design a reference architecture for VMware and Unified Computing System (UCS) that will meet the current server workload needs and be able to scale to future demands; 3) Develop a datacenter migration plan that virtualizes and move the target servers in the current datacenter to the new datacenter environment; 4) Install and configure the target VMware and UCS environment and provide mentoring and knowledge transfer to DT staff; 5) Perform a physical-to-virtual (P2V) migration of 100 existing servers and provide mentoring and knowledge transfer to DT staff so that they will be able to perform subsequent P2V migrations; and 6) Provide a comprehensive on-site training, education and certification program for 20 DT staff members on VMware vSphere, leading to the VMware Certified Professional (VCP) certification exam.	Regular	03/31/11
4111-09/10	Port Commission	\$700,000	To facilitate development at the Pier 70 project site, the Port needs to identify and quantify asbestos, lead, mold, other hazardous materials and environmental nuisances that have the potential to impact repair, maintenance, rehabilitation, or demolition activities required for the site. There are 36 buildings and other structures at Pier 70 that require hazardous building materials assessment prior to rehabilitation or demolition. Services are: 1) Conduct a hazardous building materials assessment that includes collecting samples of building materials that may contain hazardous constituents; 2) Prepare hazardous building materials survey reports to include an inventory and estimated quantity of hazardous building materials with documentation of laboratory testing for hazardous constituents; 3) Develop detailed plans and specifications for hazardous materials abatement work to be performed by a certified abatement construction contractor; and 4) Oversee work performed by the abatement contractor to ensure conformance with regulatory and quality control standards specified in the abatement plans.	Regular	06/30/14
4112-09/10	District Attorney	\$72,500	Provide services to women and transgender individuals who have experienced sexual exploitation and violence, and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offence. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration.	Regular	06/30/11

Civil Service Commission Meeting Agenda

Regular Meeting of April 5, 2010

4113-09/10	Recreation & Parks Commission	\$1,500,000	Conduct thorough peer constructability review, cost estimating and scheduling for drawings and specifications of 2008 Clean & Safe Bond projects. Reviews will be conducted to confirm completeness and coordination of trades. Includes thorough review of the design and/or contract documents relative to issues that could impact the actual construction process, including established Project Design Standards, intersystem compatibility, subsurface information, existing facilities and utilities, interfaces with existing operations and other construction projects, access, egress, availability of proposed building materials, long lead procurement, and labor sources. In addition provide independent cost estimates and engage with architect to provide reconciliation estimates when necessary or directed by RPD CM.	Regular	04/08/14
4114-09/10	Public Utilities Commission	\$3,500,000	San Francisco is interested in establishing a Community Choice Aggregation program (CCA) that would allow the City to provide energy on the behalf of business and residents of San Francisco. SFPUC is interested in contracting with an outside vendor that has the necessary expertise and experience in deploying renewable-based economic programs. The contractor shall assist SFPUC to become ready to serve retail end-use electric customers should SFPUC be called upon to do so. The proposed work shall include, but not limited to, organizational development, integrated resource planning, retail services, information technology, and legislative and regulatory affairs.	Regular	06/30/15
4115-09/10	Municipal Transportation Agency	\$32,294,319	Phase 2, Central Subway Project consultant will provide engineering services for all of the project system components and construction services as follows: contract design management; verify/validate existing preliminary engineering design; verify cost and schedule; Part A - perform all engineering work required including the surface segment from the tunnel portal south to the interface with the T-Line at 4th and King St. including all system wide elements in order to make CS operational; Part B - perform all engineering work required for the Central Control and Communications upgrade program including the implementation of a primary and secondary Operations Control Center and upgrades to the existing legacy systems. Provide engineering support during construction; provide as-needed engineering support during construction review and respond to technical submittals from contractors; perform field visits and observations to verify design compliance and/or assist in resolving issues; witness and approve factory testing of manufactured equipment and materials; assemble operations and maintenance manuals; prepare conformed plans and specifications upon contract completion; implement the quality assurance/quality control program.	Regular	04/14/20

Civil Service Commission Meeting Agenda

Regular Meeting of April 5, 2010

4116-09/10	Municipal Transportation Agency	\$70,000,000	Contractor shall complete the final design and install a new radio system for the SFMTA. The new radio system is expected to consist of a trunked, multiplexed, and simulcast voice/data radio system that includes Computer Aided Dispatch and Automatic Vehicle Location (AVL) features. More specifically, the new radio system will include the installation of mobile wide-area radios on approximately 1100 vehicles and will be interoperable with neighboring agency communications systems via Project 25 voice and data core network.	Regular	08/15/13
4117-09/10	Public Health	\$200,000	Contractors will provide customization and implementation services for the Philips Emergin product at Laguna Honda Hospital. This application has been identified as a key item in the rebuild project. Emergin is an integration engine which will interface data from a variety of other applications including patient management, patient tracking, wireless phones, and the Nurse Call system.	Regular	06/30/15
4118-09/10	Public Health	\$500,000	Contractor will provide access to a web-based (Software as a Service/SaaS) application that will track projects and also serve as a quality scorecard application for San Francisco General Hospital. The application is used by SFGH Quality Management Department to track, monitor and display quality and patient safety data. SFGH requires the specific features of the Health Commander system including integrated performance scorecards, quality and financial analyses including flow charts, process maps, root cause analysis, as well as the ability to import and build project methodologies that support clinical, IT and operational workflows.	Regular	07/31/15
4119-09/10	Public Health	\$9,500,000	Contractor will operate a highly specialized uncompensated care recovery program, enhancing Medi-Cal and other third party payer revenues. Under this program, the contractor assists the Department to help San Francisco General Hospital (SFGH) patients to become eligible for Medi-Cal, therefore substantially increasing Department revenues. The population addressed is patients who the Department is not able to assist with eligibility through its regular procedures due to substance abuse, mental illness, homelessness, or other difficult-to-resolve situations. The contractor becomes the patient's authorized representative to aid and facilitate Medi-Cal eligibility and approval, and appears on behalf of the patient at fair hearings and appeals as necessary.	Regular	12/31/13
4120-09/10	Public Health	\$18,464,525	Pick up and process soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).	Regular	06/30/15
4135-05/06	Airport Commission	Increase Amount \$2,090,000 New Amount \$6,110,000	Will provide Travel Medicine, Urgent Care, and Occupational Health services for San Francisco International Airport's passengers, visitors, and employees, as well as for employees of tenants of the airport through a medical clinic. Modification request needed to cover increased cost of living expenses and wages as a result of labor agreements, unexpected conditions, e.g., downturn in business from surrounding employers resulting in a revenue shortfall, reduction in air passengers visiting the Medical Clinic, and reimbursement for relocation costs associated with moving the Medical Clinic from Terminal 2 to the International Terminal.	Modification	06/30/12

Civil Service Commission Meeting Agenda

Regular Meeting of April 5, 2010

4096-07/08	Art Commission	Increase Amount \$250,000 New Amount \$400,000	Will provide fine art handling services for artworks in the collection of the City and County of San Francisco, including, transportation, packing, storing of fine art; de-installation and reinstallation of artworks including those of monumental scale; design and fabrication of pedestals and cases.	Modification	12/31/12
4019-07/08	Public Utilities Commission	Increase Amount \$100,000 New Amount \$200,000	Will perform outreach and related activities for SFPUC projects. The work will include developing and maintaining a database of companies and related resources; marketing and promoting potential and specific SFPUC contracting opportunities. SFPUC is requesting modification of money and time because there is an ongoing need to outreach to local business enterprise/firms to ensure the participation of these firms in an effort to deliver SFPUC's major infrastructure projects on time and on budget. In particular, we need outreach services to meet Human Rights Commission's subcontracting goal requirements.	Modification	12/30/11
4161-08/09	Public Utilities Commission	Increase Amount \$2,000,000 New Amount \$5,000,000	Will provide preliminary engineering design and cost estimates with additional environmental and permitting support services for a Newark to San Francisco submarine High Voltage Direct Current (HVDC) power cable. Design work will include substation sites and transmission routes from the existing Newark Substation to a new substation on or near Treasure Island with additional possible connections in the Greater Bay Area. Environmental work includes preparation of CEQA documents, environmental background reports and permit applications. Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.	Modification	8/15/14
4120-05/06	Public Works	Increase Amount \$6,000,000 New Amount \$7,349,000	Will provide services for financial consulting in facilities acquisition in conjunction with Mission Bay Development-Community Facilities District No. 4 & 6 (CFD #4 & 6). Modification request due to the need to provide public infrastructure much faster than anticipated (in response to market conditions,) the developer completed substantially more projects than planned in 2006-2009. Thus, the developer submitted considerably more submittals for review in the past several years and is anticipating the number and complexity of the submittals for review to increase two to three times in the next few years.	Modification	5/14/15

Recommendation:

Approve request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration.

REGULAR AGENDA

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**(6) Proposed Secondary Criteria for H-33 Rescue Captain, San Francisco Fire Department.
(File No. 0156-10-1) – Action Item**

Recommendation: Accept the recommendation of the Human Resources Director;
approve the proposed Secondary Criteria for H-33 Rescue Captain,
San Francisco Fire Department.

SEPARATION AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

**(7) Determination of future employability: Dismissal of permanent civil service appointment of
Marcus Davis, Transit Operator (Job Code 9163) Municipal Transportation Agency.
(File No. 0279-09-7) – Action Item**

January 4, 2010: Postpone to the meeting of February 1, 2010 at the request of TWU
Local 250A.

Note: The Commission requested the Department to provide information
on the log of the Light Rail Vehicle from Central Control, to view
the entire video, and report from witnesses and dispatcher provided
by the appellant.

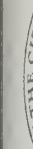
March 1, 2010: Postpone to the meeting of April 5, 2010 at the request of Marcus
Davis.

Recommendation: Cancel any current examination and eligibility status;
Future employment subject to the review and approval of the
Human Resources Director after satisfactory completion of two (2)
years work experience outside the City and County service;
No future employment with the San Francisco Municipal
Transportation Agency.

- (8) **Determination of future employability: Resignation with unsatisfactory service of provisional appointment of Clifton Sanders, Environmental Health Inspector (Job Code 6120) with the Department of Public Health. (File No. 0257-09-7) – Action Item**

Recommendation: Accept the resignation as certified unsatisfactory; Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

- (9) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**
- (10) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (11) **ADJOURNMENT**



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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

AMENDED

MORGAN R. GORRONO
PRESIDENT

A G E N D A

04-02-10A08:18 RCVD

E. DENNIS NORMANDY
VICE PRESIDENT

Regular Meeting
of
April 5, 2010

GOVERNMENT
DOCUMENTS DEPT

DONALD A. CASPER
COMMISSIONER

APR - 2 2010

MARY Y. JUNG
COMMISSIONER

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

SAN FRANCISCO
PUBLIC LIBRARY

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

ANITA SANCHEZ
EXECUTIVE OFFICER

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

SPECIAL ORDER OF BUSINESS – 4:00 P.M. CLOSED SESSION

SEPARATION AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of April 5, 2010

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting; or, at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Ruston, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 5, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of March 15, 2010

Recommendation: Approve.

Regular Meeting of March 15, 2010

Recommendation: Approve.

Special Meeting of March 19, 2010

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contract. (File No. 0155-10-8)
– Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1001-09/10	Airport	\$170,000	This is an agreement to partially fund SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the south. SamTrans is the bus Operator that uses its own buses and facilities to operate in San Mateo County. This is a late night service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m.	Annual	06/30/11
1002-09/10	Sheriff	\$750,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.	Annual	06/30/11
1003-09/10	Sheriff	\$100,000	The contractor will provide timely transportation of prisoners throughout California and the United States, pursuant to court orders or lawful arrest warrants. Transportation could possibly include required overnight lodging of the prisoners.	Annual	06/30/11
4108-09/10	Art Commission	\$200,000	Conservation, cleaning and repair of miscellaneous artworks in the City's collection, including those at San Francisco International Airport, Moscone Convention Center, Golden Gate Park, Market Street, General Hospital, and other locations throughout the city. Work will include repair, conservation, cleaning and repair of artworks in all media. Conservation consulting services are also included to assist the Arts Commission in evaluating the condition of artworks in the City's collection, and evaluating proposed artworks for durability and maintainability.	Regular	07/31/12
4109-09/10	Airport Commission	\$1,160,000	Contractor will implement free Wi-Fi service for SFO's traveling public under a pilot project agreement citing Admin. Code 21.5(e). The pilot project retains the services of T-mobile (current SFO fee-based Wi-Fi provider) to convert the current SFO Wi-Fi environment to a free Wi-Fi service. In addition, the pilot project will allow SFO to compile comprehensive requirements that will be necessary to award a long-term free Wi-Fi contract.	Regular	02/28/11

Civil Service Commission Meeting Agenda

Regular Meeting of April 5, 2010

4110-09/10	Department of Technology	\$650,000	This work consists of a highly complex server consolidation and relocation of hardware resources using virtual technology. Contractor will: 1) Conduct a virtual infrastructure assessment to baseline the current server workloads in order to approximately size the target environment; 2) Design a reference architecture for VMware and Unified Computing System (UCS) that will meet the current server workload needs and be able to scale to future demands; 3) Develop a datacenter migration plan that virtualizes and move the target servers in the current datacenter to the new datacenter environment; 4) Install and configure the target VMware and UCS environment and provide mentoring and knowledge transfer to DT staff; 5) Perform a physical-to-virtual (P2V) migration of 100 existing servers and provide mentoring and knowledge transfer to DT staff so that they will be able to perform subsequent P2V migrations; and 6) Provide a comprehensive on-site training, education and certification program for 20 DT staff members on VMware vSphere, leading to the VMware Certified Professional (VCP) certification exam.	Regular	03/31/11
4111-09/10	Port Commission	\$700,000	To facilitate development at the Pier 70 project site, the Port needs to identify and quantify asbestos, lead, mold, other hazardous materials and environmental nuisances that have the potential to impact repair, maintenance, rehabilitation, or demolition activities required for the site. There are 36 buildings and other structures at Pier 70 that require hazardous building materials assessment prior to rehabilitation or demolition. Services are: 1) Conduct a hazardous building materials assessment that includes collecting samples of building materials that may contain hazardous constituents; 2) Prepare hazardous building materials survey reports to include an inventory and estimated quantity of hazardous building materials with documentation of laboratory testing for hazardous constituents; 3) Develop detailed plans and specifications for hazardous materials abatement work to be performed by a certified abatement construction contractor; and 4) Oversee work performed by the abatement contractor to ensure conformance with regulatory and quality control standards specified in the abatement plans.	Regular	06/30/14
4112-09/10	District Attorney	\$72,500	Provide services to women and transgender individuals who have experienced sexual exploitation and violence, and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration.	Regular	06/30/11

Civil Service Commission Meeting Agenda

Regular Meeting of April 5, 2010

4113-09/10	Recreation & Parks Commission	\$1,500,000	Conduct thorough peer constructability review, cost estimating and scheduling for drawings and specifications of 2008 Clean & Safe Bond projects. Reviews will be conducted to confirm completeness and coordination of trades. Includes thorough review of the design and/or contract documents relative to issues that could impact the actual construction process, including established Project Design Standards, intersystem compatibility, subsurface information, existing facilities and utilities, interfaces with existing operations and other construction projects, access, egress, availability of proposed building materials, long lead procurement, and labor sources. In addition provide independent cost estimates and engage with architect to provide reconciliation estimates when necessary or directed by RPD CM.	Regular	04/08/14
4114-09/10	Public Utilities Commission	\$3,500,000	San Francisco is interested in establishing a Community Choice Aggregation program (CCA) that would allow the City to provide energy on the behalf of business and residents of San Francisco. SFPUC is interested in contracting with an outside vendor that has the necessary expertise and experience in deploying renewable-based economic programs. The contractor shall assist SFPUC to become ready to serve retail end-use electric customers should SFPUC be called upon to do so. The proposed work shall include, but not limited to, organizational development, integrated resource planning, retail services, information technology, and legislative and regulatory affairs.	Regular	06/30/15
4115-09/10	Municipal Transportation Agency	\$32,294,319	Phase 2, Central Subway Project consultant will provide engineering services for all of the project system components and construction services as follows: contract design management; verify/validate existing preliminary engineering design; verify cost and schedule; Part A - perform all engineering work required including the surface segment from the tunnel portal south to the interface with the T-Line at 4th and King St. including all system wide elements in order to make CS operational; Part B - perform all engineering work required for the Central Control and Communications upgrade program including the implementation of a primary and secondary Operations Control Center and upgrades to the existing legacy systems. Provide engineering support during construction; provide as-needed engineering support during construction review and respond to technical submittals from contractors; perform field visits and observations to verify design compliance and/or assist in resolving issues; witness and approve factory testing of manufactured equipment and materials; assemble operations and maintenance manuals; prepare conformed plans and specifications upon contract completion; implement the quality assurance/quality control program.	Regular	04/14/20

Civil Service Commission Meeting Agenda

Regular Meeting of April 5, 2010

4116-09/10	Municipal Transportation Agency	\$70,000,000	Contractor shall complete the final design and install a new radio system for the SFMTA. The new radio system is expected to consist of a trunked, multiplexed, and simulcast voice/data radio system that includes Computer Aided Dispatch and Automatic Vehicle Location (AVL) features. More specifically, the new radio system will include the installation of mobile wide-area radios on approximately 1100 vehicles and will be interoperable with neighboring agency communications systems via Project 25 voice and data core network.	Regular	08/15/13
4117-09/10	Public Health	\$200,000	Contractors will provide customization and implementation services for the Philips Emergin product at Laguna Honda Hospital. This application has been identified as a key item in the rebuild project. Emergin is an integration engine which will interface data from a variety of other applications including patient management, patient tracking, wireless phones, and the Nurse Call system.	Regular	06/30/15
4118-09/10	Public Health	\$500,000	Contractor will provide access to a web-based (Software as a Service/SaaS) application that will track projects and also serve as a quality scorecard application for San Francisco General Hospital. The application is used by SFGH Quality Management Department to track, monitor and display quality and patient safety data. SFGH requires the specific features of the Health Commander system including integrated performance scorecards, quality and financial analyses including flow charts, process maps, root cause analysis, as well as the ability to import and build project methodologies that support clinical, IT and operational workflows.	Regular	07/31/15
4119-09/10	Public Health	\$9,500,000	Contractor will operate a highly specialized uncompensated care recovery program, enhancing Medi-Cal and other third party payer revenues. Under this program, the contractor assists the Department to help San Francisco General Hospital (SFGH) patients to become eligible for Medi-Cal, therefore substantially increasing Department revenues. The population addressed is patients who the Department is not able to assist with eligibility through its regular procedures due to substance abuse, mental illness, homelessness, or other difficult-to-resolve situations. The contractor becomes the patient's authorized representative to aid and facilitate Medi-Cal eligibility and approval, and appears on behalf of the patient at fair hearings and appeals as necessary.	Regular	12/31/13
4120-09/10	Public Health	\$18,464,525	Pick up and process soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).	Regular	06/30/15
4135-05/06	Airport Commission	Increase Amount \$2,090,000 New Amount \$6,110,000	Will provide Travel Medicine, Urgent Care, and Occupational Health services for San Francisco International Airport's passengers, visitors, and employees, as well as for employees of tenants of the airport through a medical clinic. Modification request needed to cover increased cost of living expenses and wages as a result of labor agreements, unexpected conditions, e.g., downturn in business from surrounding employers resulting in a revenue shortfall, reduction in air passengers visiting the Medical Clinic, and reimbursement for relocation costs associated with moving the Medical Clinic from Terminal 2 to the International Terminal.	Modification	06/30/12

Civil Service Commission Meeting Agenda

Regular Meeting of April 5, 2010

4096-07/08	Art Commission	Increase Amount \$250,000 New Amount \$400,000	Will provide fine art handling services for artworks in the collection of the City and County of San Francisco, including, transportation, packing, storing of fine art; de-installation and reinstallation of artworks including those of monumental scale; design and fabrication of pedestals and cases.	Modification	12/31/12
4019-07/08	Public Utilities Commission	Increase Amount \$100,000 New Amount \$200,000	Will perform outreach and related activities for SFPUC projects. The work will include developing and maintaining a database of companies and related resources; marketing and promoting potential and specific SFPUC contracting opportunities. SFPUC is requesting modification of money and time because there is an ongoing need to outreach to local business enterprise/firms to ensure the participation of these firms in an effort to deliver SFPUC's major infrastructure projects on time and on budget. In particular, we need outreach services to meet Human Rights Commission's subcontracting goal requirements.	Modification	12/30/11
4161-08/09	Public Utilities Commission	Increase Amount \$2,000,000 New Amount \$5,000,000	Will provide preliminary engineering design and cost estimates with additional environmental and permitting support services for a Newark to San Francisco submarine High Voltage Direct Current (HVDC) power cable. Design work will include substation sites and transmission routes from the existing Newark Substation to a new substation on or near Treasure Island with additional possible connections in the Greater Bay Area. Environmental work includes preparation of CEQA documents, environmental background reports and permit applications. Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.	Modification	8/15/14
4120-05/06	Public Works	Increase Amount \$6,000,000 New Amount \$7,349,000	Will provide services for financial consulting in facilities acquisition in conjunction with Mission Bay Development-Community Facilities District No. 4 & 6 (CFD #4 & 6). Modification request due to the need to provide public infrastructure much faster than anticipated (in response to market conditions,) the developer completed substantially more projects than planned in 2006-2009. Thus, the developer submitted considerably more submittals for review in the past several years and is anticipating the number and complexity of the submittals for review to increase two to three times in the next few years.	Modification	5/14/15

Recommendation:

Approve request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(6) Proposed Secondary Criteria for H-33 Rescue Captain, San Francisco Fire Department.
(File No. 0156-10-1) – Action Item**

Recommendation: Accept the recommendation of the Human Resources Director; approve the proposed Secondary Criteria for H-33 Rescue Captain, San Francisco Fire Department.

SPECIAL ORDER OF BUSINESS – 4:00 P.M. CLOSED SESSION

**(7) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION -
Officers for Justice, et al. v. Civil Service Commission, et al., (Case No. 09-509716, Superior Court of California, County of San Francisco, Dept. No. 611, filed August 5, 2009)
(DISCUSSION AND POSSIBLE ACTION ITEM)**

- A) Public Comment on all matters appearing on the Special Order of Business Session
- B) Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (1) and California Government Code Section 54956.9 (a) – Conference with Legal Counsel – Existing Litigation. (File No. 0435-09-1) ACTION ITEM
- C) Reconvene in open session:
 - 1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
 - 2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) and San Francisco Administrative Code Section 67.12(b).

Recommendation: Open for discussion

SEPARATION AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (8) **Determination of future employability: Dismissal of permanent civil service appointment of Marcus Davis, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0279-09-7) – Action Item**

January 4, 2010: Postpone to the meeting of February 1, 2010 at the request of TWU Local 250A.

Note: The Commission requested the Department to provide information on the log of the Light Rail Vehicle from Central Control, to view the entire video, and report from witnesses and dispatcher provided by the appellant.

March 1, 2010: Postpone to the meeting of April 5, 2010 at the request of Marcus Davis.

Recommendation: Cancel any current examination and eligibility status;
Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service;
No future employment with the San Francisco Municipal Transportation Agency.

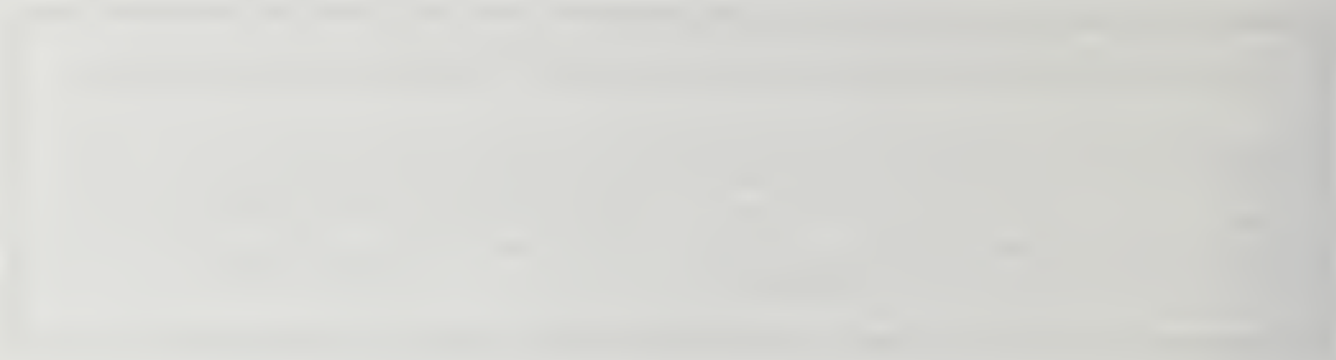
- (9) **Determination of future employability: Resignation with unsatisfactory service of provisional appointment of Clifton Sanders, Environmental Health Inspector (Job Code 6120) with the Department of Public Health. (File No. 0257-09-7) – Action Item**

Recommendation: Accept the resignation as certified unsatisfactory; Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

- (10) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

- (11) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (12) **ADJOURNMENT**



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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES Regular Meeting April 5, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

CALL TO ORDER

2:08 p.m.

GOVERNMENT
DOCUMENTS DEPT

APR 08 2010

ROLL CALL

President Morgan R. Gorrone	Present
Vice President E. Dennis Normandy	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

SAN FRANCISCO
PUBLIC LIBRARY

President Morgan R. Gorrone presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Joe Brenner, IFPTE Local 21 requested to sever PSC #s 4109-09/10 and 4113-09/10.
Steve Pitocchi, SEIU Local 1021 requested to sever PSC #s 4108-09/10 and 4096-07/08.
Dan Boreen requested to sever PSC #s 4109-09/10 and 4114-09/10.

APPROVAL OF MINUTES

Special Meeting of March 15, 2010

Action: Approve. (Vote of 4 to 0)

Regular Meeting of March 15, 2010

Action: Approve. (Vote of 4 to 0)

Special Meeting of March 19, 2010

Action: Approve. (Vote of 4 to 0)

Civil Service Commission Meeting Minutes

Regular Meeting of April 5, 2010

0155-10-8 Review of request for approval of proposed personal services contract. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1001-09/10	Airport	\$170,000	This is an agreement to partially fund SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the south. SamTrans is the bus Operator that uses its own buses and facilities to operate in San Mateo County. This is a late night service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m.	Annual	06/30/11
1002-09/10	Sheriff	\$750,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.	Annual	06/30/11
1003-09/10	Sheriff	\$100,000	The contractor will provide timely transportation of prisoners throughout California and the United States, pursuant to court orders or lawful arrest warrants. Transportation could possibly include required overnight lodging of the prisoners.	Annual	06/30/11
4108-09/10	Art Commission	\$200,000	Conservation, cleaning and repair of miscellaneous artworks in the City's collection, including those at San Francisco International Airport, Moscone Convention Center, Golden Gate Park, Market Street, General Hospital, and other locations throughout the city. Work will include repair, conservation, cleaning and repair of artworks in all media. Conservation consulting services are also included to assist the Arts Commission in evaluating the condition of artworks in the City's collection, and evaluating proposed artworks for durability and maintainability.	Regular	07/31/12
4109-09/10	Airport Commission	\$1,160,000	Contractor will implement free Wi-Fi service for SFO's traveling public under a pilot project agreement citing Admin. Code 21.5(e). The pilot project retains the services of T-mobile (current SFO fee-based Wi-Fi provider) to convert the current SFO Wi-Fi environment to a free Wi-Fi service. In addition, the pilot project will allow SFO to compile comprehensive requirements that will be necessary to award a long-term free Wi-Fi contract.	Regular	02/28/11
4110-09/10	Department of Technology	\$650,000	This work consists of a highly complex server consolidation and relocation of hardware resources using virtual technology. Contractor will: 1) Conduct a virtual infrastructure assessment to baseline the current server workloads in order to approximately size the target environment; 2) Design a reference architecture for VMware and Unified Computing System (UCS) that will meet the current server workload needs and be able to scale to future demands; 3) Develop a datacenter migration plan that virtualizes and move the target servers in the current datacenter to the new datacenter environment; 4) Install and configure the target VMware and UCS environment and provide mentoring and knowledge transfer to DT staff;	Regular	03/31/11

Civil Service Commission Meeting Minutes

Regular Meeting of April 5, 2010

			5) Perform a physical-to-virtual (P2V) migration of 100 existing servers and provide mentoring and knowledge transfer to DT staff so that they will be able to perform subsequent P2V migrations; and 6) Provide a comprehensive on-site training, education and certification program for 20 DT staff members on VMware vSphere, leading to the VMware Certified Professional (VCP) certification exam.		
4111-09/10	Port Commission	\$700,000	To facilitate development at the Pier 70 project site, the Port needs to identify and quantify asbestos, lead, mold, other hazardous materials and environmental nuisances that have the potential to impact repair, maintenance, rehabilitation, or demolition activities required for the site. There are 36 buildings and other structures at Pier 70 that require hazardous building materials assessment prior to rehabilitation or demolition. Services are: 1) Conduct a hazardous building materials assessment that includes collecting samples of building materials that may contain hazardous constituents; 2) Prepare hazardous building materials survey reports to include an inventory and estimated quantity of hazardous building materials with documentation of laboratory testing for hazardous constituents; 3) Develop detailed plans and specifications for hazardous materials abatement work to be performed by a certified abatement construction contractor; and 4) Oversee work performed by the abatement contractor to ensure conformance with regulatory and quality control standards specified in the abatement plans.	Regular	06/30/14
4112-09/10	District Attorney	\$72,500	Provide services to women and transgender individuals who have experienced sexual exploitation and violence, and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration.	Regular	06/30/11
4113-09/10 <i>Postpone to meeting of 4/19/2010</i>	Recreation & Parks Commission	\$1,500,000	Conduct thorough peer constructability review, cost estimating and scheduling for drawings and specifications of 2008 Clean & Safe Bond projects. Reviews will be conducted to confirm completeness and coordination of trades. Includes thorough review of the design and/or contract documents relative to issues that could impact the actual construction process, including established Project Design Standards, intersystem compatibility, subsurface information, existing facilities and utilities, interfaces with existing operations and other construction projects, access, egress, availability of proposed building materials, long lead procurement, and labor sources. In addition provide independent cost estimates and engage with architect to provide reconciliation estimates when necessary or directed by RPD CM.	Regular	04/08/14

Civil Service Commission Meeting Minutes

Regular Meeting of April 5, 2010

4114-09/10	Public Utilities Commission	\$3,500,000	San Francisco is interested in establishing a Community Choice Aggregation program (CCA) that would allow the City to provide energy on the behalf of business and residents of San Francisco. SFPUC is interested in contracting with an outside vendor that has the necessary expertise and experience in deploying renewable-based economic programs. The contractor shall assist SFPUC to become ready to serve retail end-use electric customers should SFPUC be called upon to do so. The proposed work shall include, but not limited to, organizational development, integrated resource planning, retail services, information technology, and legislative and regulatory affairs.	Regular	06/30/15
<i>Postpone to meeting of 4/19/2010</i>					
4115-09/10	Municipal Transportation Agency	\$32,294,319	Phase 2, Central Subway Project consultant will provide engineering services for all of the project system components and construction services as follows: contract design management; verify/validate existing preliminary engineering design; verify cost and schedule; Part A - perform all engineering work required including the surface segment from the tunnel portal south to the interface with the T-Line at 4th and King St. including all system wide elements in order to make CS operational; Part B - perform all engineering work required for the Central Control and Communications upgrade program including the implementation of a primary and secondary Operations Control Center and upgrades to the existing legacy systems. Provide engineering support during construction; provide as-needed engineering support during construction review and respond to technical submittals from contractors; perform field visits and observations to verify design compliance and/or assist in resolving issues; witness and approve factory testing of manufactured equipment and materials; assemble operations and maintenance manuals; prepare conformed plans and specifications upon contract completion; implement the quality assurance/quality control program.	Regular	04/14/20
4116-09/10	Municipal Transportation Agency	\$70,000,000	Contractor shall complete the final design and install a new radio system for the SFMTA. The new radio system is expected to consist of a trunked, multiplexed, and simulcast voice/data radio system that includes Computer Aided Dispatch and Automatic Vehicle Location (AVL) features. More specifically, the new radio system will include the installation of mobile wide-area radios on approximately 1100 vehicles and will be interoperable with neighboring agency communications systems via Project 25 voice and data core network.	Regular	08/15/13
4117-09/10	Public Health	\$200,000	Contractors will provide customization and implementation services for the Philips Emergin product at Laguna Honda Hospital. This application has been identified as a key item in the rebuild project. Emergin is an integration engine which will interface data from a variety of other applications including patient management, patient tracking, wireless phones, and the Nurse Call system.	Regular	06/30/15

Civil Service Commission Meeting Minutes

Regular Meeting of April 5, 2010

4118-09/10	Public Health	\$500,000	Contractor will provide access to a web-based (Software as a Service/SaaS) application that will track projects and also serve as a quality scorecard application for San Francisco General Hospital. The application is used by SFGH Quality Management Department to track, monitor and display quality and patient safety data. SFGH requires the specific features of the Health Commander system including integrated performance scorecards, quality and financial analyses including flow charts, process maps, root cause analysis, as well as the ability to import and build project methodologies that support clinical, IT and operational workflows.	Regular	07/31/15
4119-09/10	Public Health	\$9,500,000	Contractor will operate a highly specialized uncompensated care recovery program, enhancing Medi-Cal and other third party payer revenues. Under this program, the contractor assists the Department to help San Francisco General Hospital (SFGH) patients to become eligible for Medi-Cal, therefore substantially increasing Department revenues. The population addressed is patients who the Department is not able to assist with eligibility through its regular procedures due to substance abuse, mental illness, homelessness, or other difficult-to-resolve situations. The contractor becomes the patient's authorized representative to aid and facilitate Medi-Cal eligibility and approval, and appears on behalf of the patient at fair hearings and appeals as necessary.	Regular	12/31/13
4120-09/10	Public Health	\$18,464,525	Pick up and process soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).	Regular	06/30/15
4135-05/06	Airport Commission	Increase Amount \$2,090,000 New Amount \$6,110,000	Will provide Travel Medicine, Urgent Care, and Occupational Health services for San Francisco International Airport's passengers, visitors, and employees, as well as for employees of tenants of the airport through a medical clinic. Modification request needed to cover increased cost of living expenses and wages as a result of labor agreements, unexpected conditions, e.g., downturn in business from surrounding employers resulting in a revenue shortfall, reduction in air passengers visiting the Medical Clinic, and reimbursement for relocation costs associated with moving the Medical Clinic from Terminal 2 to the International Terminal.	Modification	06/30/12
4096-07/08	Art Commission	Increase Amount \$250,000 New Amount \$400,000	Will provide fine art handling services for artworks in the collection of the City and County of San Francisco, including, transportation, packing, storing of fine art; de-installation and reinstallation of artworks including those of monumental scale; design and fabrication of pedestals and cases.	Modification	12/31/12
4019-07/08	Public Utilities Commission	Increase Amount \$100,000 New Amount \$200,000	Will perform outreach and related activities for SFPUC projects. The work will include developing and maintaining a database of companies and related resources; marketing and promoting potential and specific SFPUC contracting opportunities. SFPUC is requesting modification of money and time because there is an ongoing need to outreach to local business enterprise/firms to ensure the participation of these firms in an effort to deliver SFPUC's major infrastructure projects on time and on budget. In particular, we need outreach services to meet Human Rights Commission's subcontracting goal requirements.	Modification	12/30/11

Postpone to
meeting of
4/19/2010

Civil Service Commission Meeting Minutes

Regular Meeting of April 5, 2010

4161-08/09	Public Utilities Commission	Increase Amount \$2,000,000 New Amount \$5,000,000	Will provide preliminary engineering design and cost estimates with additional environmental and permitting support services for a Newark to San Francisco submarine High Voltage Direct Current (HVDC) power cable. Design work will include substation sites and transmission routes from the existing Newark Substation to a new substation on or near Treasure Island with additional possible connections in the Greater Bay Area. Environmental work includes preparation of CEQA documents, environmental background reports and permit applications. Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.	Modification	8/15/14
<i>Postpone to meeting of 4/19/2010</i>					
4120-05/06	Public Works	Increase Amount \$6,000,000 New Amount \$7,349,000	Will provide services for financial consulting in facilities acquisition in conjunction with Mission Bay Development-Community Facilities District No. 4 & 6 (CFD #4 & 6). Modification request due to the need to provide public infrastructure much faster than anticipated (in response to market conditions,) the developer completed substantially more projects than planned in 2006-2009. Thus, the developer submitted considerably more submittals for review in the past several years and is anticipating the number and complexity of the submittals for review to increase two to three times in the next few years.	Modification	5/14/15

Speakers:

Maureen Gannon, Office of the Sheriff spoke on PSC #1002-09/10.
 Steve Pitocchi, SEIU Local 1021 and Allison Cummings, Art Commission spoke on PSCs 4108-09/10 and 4096-07/08.
 Joe Brenner, IFPTE Local 21, Cynthia Avakian and John Payne, Airport Commission spoke on PSC #4109-09/10.
 Richard Robinson, Department of Technology spoke on PSC #4110-09/10.
 Joe Brenner, IFPTE Local 21 and Toks Ajike, Recreation and Parks spoke on PSC #4113-09/10.
 John Funghi, Municipal Transportation Agency spoke on PSC #4115-09/10.
 Ken Jew, Municipal Transportation Agency spoke on PSC #4116-09/10.

Action:

- (1) Postpone PSC #s4114-09/10, 4019-07/08 and 4161-08/09 to the meeting of April 19, 2010 at the request of the Public Utilities Commission. (Vote of 4 to 0)
- (2) Postpone PSC #4113-09/10 to the meeting of April 19, 2010 at the request of IFPTE Local 21. (Vote of 4 to 0)

0155-10-8 (continued)

- (3) Approve request for PSC #4108-09/10 on the condition that the Art Commission meet with representatives of SEIU Local 1021 to discuss its concerns regarding SEIU work to be performed at the San Francisco International Airport. Notify the offices of the Controller and the Office of Contract Administration.
(Vote of 4 to 0)
- (4) Approve request for PSC #4109-09/10 on the condition that the Airport Commission and IFPTE Local 21 meet to discuss issues of concern to IFPTE Local 21. Notify the offices of the Controller and the Office of Contract Administration.
(Vote of 4 to 0)
- (5) Approve request for PSC #s4115-09/10 and 4116-09/10. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 3 to 0; Commissioner Jung missed vote.)
- (6) Approve request for all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.
(Vote of 4 to 0)

0156-10-1 **Proposed Secondary Criteria for H-33 Rescue Captain, San Francisco Fire Department. (Item No. 6)**

Speakers: Michael Cerles, Department of Human Resources

Action: Accept the recommendation of the Human Resources Director; approve the proposed Secondary Criteria for H-33 Rescue Captain, San Francisco Fire Department. (Vote of 4 to 0)

SPECIAL ORDER OF BUSINESS – 4:00 P.M. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION -

Officers for Justice, et al. v. Civil Service Commission, et al., (Case No. 09-509716, Superior Court of California, County of San Francisco, Dept. No. 611, filed August 5, 2009) (Item No. 7)

- A) Public Comment on all matters appearing on the Special Order of Business Session.
None
- B) Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (1) and California Government Code Section 54956.9 (a) – Conference with Legal Counsel – Existing Litigation.
(File No. 0435-09-1)

The Commission voted to hold a closed session. (Vote of 4 to 0)

Closed session convened at 4:15 p.m. with the following present:

President Morgan R. Gorrone
Vice President E. Dennis Normandy
Commissioner Donald A. Casper
Commissioner Mary Jung
Anita Sanchez, Executive Officer
Paul Zarefsky, Deputy City Attorney
Jonathan Rolnick, Deputy City Attorney
Lizzette Henriquez, Civil Service Commission
Gloria Sheppard, Civil Service Commission
Closed Session ended at 4:41 p.m.

C) Reconvened in open session at 4:42 p.m.

- 1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
- 2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) and San Francisco Administrative Code Section 67.12(b).

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

0279-09-7 Determination of future employability: Dismissal of permanent civil service appointment of Marcus Davis, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 8)

January 4, 2010: Postpone to the meeting of February 1, 2010 at the request of TWU Local 250A.

Note: The Commission requested the Department to provide information on the log of the Light Rail Vehicle from Central Control, to view the entire video, and report from witnesses and dispatcher provided by the appellant.

March 1, 2010: Postpone to the meeting of April 5, 2010 at the request of Marcus Davis.

Speakers: Ericka Mitchell, Municipal Transportation Agency
Rafael Cabrera, TWU Local 250-A
Marcus Davis, Appellant

Action: Sustain the restrictions to: Cancel any current examination and eligibility status, and; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; **Remove the restriction of** No future employment with the San Francisco Municipal Transportation Agency. (Vote of 4 to 0)

0257-09-7 **Determination of future employability: Resignation with unsatisfactory service of provisional appointment of Clifton Sanders, Environmental Health Inspector (Job Code 6120) with the Department of Public Health. (Item No. 9)**

Speakers: Michael Brown, Department of Public Health
 Clifton Sanders, Appellant
 Rafael Cabrera, TWU Local 250-A
 George Cothran, Office of the City Attorney Investigator

Note: The Commission heard item out of order. (Vote of 4 to 0)

Action: Accept the resignation as certified unsatisfactory; Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 10)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 11)

Commissioner E. Dennis Normandy requested that some recognition be given to former Commissioner Joy Boatwright for her service to the Commission.

Commissioner Donald A. Casper requested that the Office of the City Attorney be invited to briefly explain to the Commission the firewalls set up by the Office of the City Attorney in handling matters involving City departments.

President Morgan R. Gorrone requested the Rules be updated to prohibit cell phone use and texting during meetings by Commissioners and attendees. He also suggested that with regard to personal services contracts and in the interest of time, Commissioners could call departmental staff to respond to their questions and concerns.

Vice President Normandy suggested that the Commission review its Rules of Order/Procedures to address these matters.

ADJOURNMENT (Item No. 12)

5:22 p.m.

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Agenda and Notice of Special Meeting – Closed Session

Monday, April 19, 2010

1:30 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

- I. Call to Order and Roll Call.
- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
- III. Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6. (ACTION ITEM)
- IV. CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6

Commission Negotiator: Anita Sanchez, Executive Officer
Organization: San Francisco Police Officers Association
Anticipated issue under negotiation: Certification Rule for promotions applicable to the Uniformed Ranks of the Police Department – Volume II – Rule 213.
- V. Reconvene in open session:
 - 1) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)
 - 2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) and San Francisco Administrative Code Section 67.12(b).
- VI. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.

Posted 04/13/10

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting; or, at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Ruston, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Minutes of Special Meeting – Closed Session

Monday, April 19, 2010

1:30 p.m.

MORGAN R. GORRONO
PRESIDENT

DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

- I. The Special Meeting was called to order at 1:34 p.m.

Present: President Morgan R. Gorrondo
Vice President E. Dennis Normandy
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

President Morgan R. Gorrondo presided.

- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

- III. Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6. (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

- IV. CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6 (DISCUSSION AND POSSIBLE ACTION ITEM)
Commission Negotiator: Anita Sanchez, Executive Officer
Organization: San Francisco Police Officers Association
Anticipated issue under negotiation: Certification Rule for promotions applicable to the Uniformed Ranks of the Police Department – Volume II – Rule 213.

Closed Session started at 1:36 p.m. in City Hall, Room 400 and the following were present:

Morgan R. Gorrondo, President, CSC
E. Dennis Normandy, Vice President, CSC
Donald A. Casper, Commissioner
Mary Y. Jung, Commissioner
Anita Sanchez, Executive Officer, CSC
Sandra Eng, Assistant Executive Officer, CSC
Paul Zarefsky, Deputy City Attorney
Alice Villagomez, San Francisco Police Department
John Kraus, Department of Human Resources
Jennifer Johnston, Department of Human Resources
Lizzette Henríquez, Civil Service Commission

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Closed Session ended at 2:20 p.m.

V. Reconvened in Open Session at 2:21 p.m.

- 1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12 (a))

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

VI. Adjournment

2:22 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

J. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
April 19, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of April 19, 2010

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting; or, at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Ruston, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 19, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of April 5, 2010

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0155-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4113-09/10	Recreation & Parks Commission	\$1,500,000	Conduct thorough peer constructability review, cost estimating and scheduling for drawings and specifications of 2008 Clean & Safe Bond projects. Reviews will be conducted to confirm completeness and coordination of trades. Includes thorough review of the design and/or contract documents relative to issues that could impact the actual construction process, including established Project Design Standards, intersystem compatibility, subsurface information, existing facilities and utilities, interfaces with existing operations and other construction projects, access, egress, availability of proposed building materials, long lead procurement, and labor sources. In addition provide independent cost estimates and engage with architect to provide reconciliation estimates when necessary or directed by RPD CM.	Regular	04/08/14
4114-09/10	Public Utilities Commission	\$3,500,000	San Francisco is interested in establishing a Community Choice Aggregation program (CCA) that would allow the City to provide energy on the behalf of business and residents of San Francisco. SFPUC is interested in contracting with an outside vendor that has the necessary expertise and experience in deploying renewable-based economic programs. The contractor shall assist SFPUC to become ready to serve retail end-use electric customers should SFPUC be called upon to do so. The proposed work shall include, but not limited to, organizational development, integrated resource planning, retail services, information technology, and legislative and regulatory affairs.	Regular	06/30/15
4019-07/08	Public Utilities Commission	Increase Amount \$100,000 New Amount \$200,000	Will perform outreach and related activities for SFPUC projects. The work will include developing and maintaining a database of companies and related resources; marketing and promoting potential and specific SFPUC contracting opportunities. SFPUC is requesting modification of money and time because there is an ongoing need to outreach to local business enterprise/firms to ensure the participation of these firms in an effort to deliver SFPUC's major infrastructure projects on time and on budget. In particular, we need outreach services to meet Human Rights Commission's subcontracting goal requirements.	Modification	12/30/11

Civil Service Commission Meeting Agenda

Regular Meeting of April 19, 2010

4161-08/09	Public Utilities Commission	Increase Amount \$2,000,000 New Amount \$5,000,000	Will provide preliminary engineering design and cost estimates with additional environmental and permitting support services for a Newark to San Francisco submarine High Voltage Direct Current (HVDC) power cable. Design work will include substation sites and transmission routes from the existing Newark Substation to a new substation on or near Treasure Island with additional possible connections in the Greater Bay Area. Environmental work includes preparation of CEQA documents, environmental background reports and permit applications. Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.	Modification	8/15/14
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April 5, 2010:

- (1) Postpone PSC #s4114-09/10, 4019-07/08 and 4161-08/09 to the meeting of April 19, 2010 at the request of the Public Utilities Commission.
- (2) Postpone PSC #4113-09/10 to the meeting of April 19, 2010 at the request of IFPTE Local 21.

Recommendation:

Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

- (6) **Review of request for approval of proposed personal services contracts.**
(File No. 0161-10-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4121-09/10	Human Resources	\$200,000	Provide technical consulting services necessary to 1) analyze the physical ability requirements for Q-2 Police Officer; 2) review the design and content of the current Q-2 physical ability examination, and revise it if necessary, based on those requirements to ensure the selection procedure is valid, and; 3) recommend a passing point on the physical ability examination component to ensure that it is valid and defensible.	Regular	12/31/11
4122-09/10	Mayor	\$520,000	Prepare ERR for MOH capital projects funded by HUD. ERR need to comply with National Environmental Policy Act, Council on Environmental Quality regulations and 24 CFR Part 58. MOH is responsible for preparing and reviewing ERR for HUD projects in San Francisco. These records include Statutory Worksheets, Environmental Assessments, Environmental Impact Statements.	Regular	06/30/15

Civil Service Commission Meeting Agenda**Regular Meeting of April 19, 2010**

4123-09/10	Public Utilities Commission	\$20,000,000	Provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the Harry Tracy Water Treatment Plant Long Term Improvements Project on behalf of the SFPUC. The work includes inspection oversight and enforcement of contract requirements for construction protocols, seismic safety design, quality compliance, and environmental mitigation measures.	Regular	06/30/15
4124-09/10	Public Utilities Commission	\$3,700,000	Specialized and technical services in the areas of recycled water treatment, storage, distribution, operations, water quality, regulatory permitting, and other additional services related to the overall development and implementation of SFPUC recycled water projects.	Regular	06/30/15

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2010-2011.
(File No. 0158-10-3) – Action Item**

Recommendation: Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2010.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(8) Review of request for approval of proposed personal services contracts – Omit Posting.
(File No. 0162-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4125-09/10	Police	\$2,000,000	Installation of an Automated Biometric Identification System that is being purchased to replace the current Automated Fingerprint Identification System that was installed twenty-four years ago that is now reaching end of life. This is a one time installation of crime scene investigative work stations, livescan machines and proprietary fingerprint and facial matching systems.	Regular	04/30/15

Civil Service Commission Meeting Agenda**Regular Meeting of April 19, 2010**

4081-06/07	Mayor	Increase Amount \$50,000 New Amount \$95,000	Will provide loan servicing for the SF Seismic Loan Program which includes, but not limited to auditing SSLP repayment files; generating loan payment materials; processing all SSLP loan repayments; and depositing SSLP loan repayments into a City bank. Consultant will provide the Mayor's Office of Housing with audited financial reports accounting for all funds placed in escrow.	Modi- fication	06/30/12
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Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

- (9) Request by the Fire Department to extend the duration of H-3 Level 1 EMT Eligible List E-21 for one additional year. (File No. 0163-10-1) – Action Item

Recommendation: Approve the request by the Fire Department to extend the duration of eligible list E-21 for one additional year to May 10, 2011, for a total duration of four years.

EXECUTIVE OFFICER'S REPORT

- (10) Status Report on Fiscal Year 2009-10 Goals and Objectives as of March 31, 2010. (File No. 0164-10-1) – Action Item

Recommendation: Accept the report.

- (11) Review of Pending Appeals as of March 31, 2010. (File No. 0165-10-1) – Action Item

Recommendation: Accept the report.

- (12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

- (13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (14) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting April 19, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:24 p.m.

ROLL CALL

President Morgan R. Gorrone	Present
Vice President E. Dennis Normandy	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrone presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Joe Brenner, IFPTE requested to sever PSC #4113-09/10, 4122-09/10 and 4123-09/10.

APPROVAL OF MINUTES

Regular Meeting of April 5, 2010

Action: Approve. (Vote of 4 to 0)

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Civil Service Commission Meeting Minutes

Regular Meeting of April 19, 2010

0155-10-8

Review of request for approval of proposed personal services contracts.
(Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4113-09/10	Recreation & Parks Commission	\$1,500,000	Conduct thorough peer constructability review, cost estimating and scheduling for drawings and specifications of 2008 Clean & Safe Bond projects. Reviews will be conducted to confirm completeness and coordination of trades. Includes thorough review of the design and/or contract documents relative to issues that could impact the actual construction process, including established Project Design Standards, intersystem compatibility, subsurface information, existing facilities and utilities, interfaces with existing operations and other construction projects, access, egress, availability of proposed building materials, long lead procurement, and labor sources. In addition provide independent cost estimates and engage with architect to provide reconciliation estimates when necessary or directed by RPD CM.	Regular	04/08/14
4114-09/10	Public Utilities Commission	\$3,500,000	San Francisco is interested in establishing a Community Choice Aggregation program (CCA) that would allow the City to provide energy on the behalf of business and residents of San Francisco. SFPUC is interested in contracting with an outside vendor that has the necessary expertise and experience in deploying renewable-based economic programs. The contractor shall assist SFPUC to become ready to serve retail end-use electric customers should SFPUC be called upon to do so. The proposed work shall include, but not limited to, organizational development, integrated resource planning, retail services, information technology, and legislative and regulatory affairs.	Regular	06/30/15
4019-07/08 <i>Withdrawn</i>	Public Utilities Commission	Increase Amount \$100,000 New Amount \$200,000	Will perform outreach and related activities for SFPUC projects. The work will include developing and maintaining a database of companies and related resources; marketing and promoting potential and specific SFPUC contracting opportunities. SFPUC is requesting modification of money and time because there is an ongoing need to outreach to local business enterprise/firms to ensure the participation of these firms in an effort to deliver SFPUC's major infrastructure projects on time and on budget. In particular, we need outreach services to meet Human Rights Commission's subcontracting goal requirements.	Modification	12/30/11

4161-08/09	Public Utilities Commission	Increase Amount \$2,000,000 New Amount \$5,000,000	Will provide preliminary engineering design and cost estimates with additional environmental and permitting support services for a Newark to San Francisco submarine High Voltage Direct Current (HVDC) power cable. Design work will include substation sites and transmission routes from the existing Newark Substation to a new substation on or near Treasure Island with additional possible connections in the Greater Bay Area. Environmental work includes preparation of CEQA documents, environmental background reports and permit applications. Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.	Modification	8/15/14
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April 5, 2010:

- (1) Postpone PSC #s4114-09/10, 4019-07/08 and 4161-08/09 to the meeting of April 19, 2010 at the request of the Public Utilities Commission.
- (2) Postpone PSC #4113-09/10 to the meeting of April 19, 2010 at the request of IFPTE Local 21.

Speakers:

Joe Brenner, IFPTE Local 21 and Toks Ajike, Recreation and Parks Department spoke on PSC #4113-09/10.
Kofo Domingo and Frank Smith, Public Utilities Commission spoke on PSC #4114-09/10.
Bonita McGee and Deidre Appel, Public Utilities Commission spoke on PSC #4161-08/09.

Action:

- (1) Approve request by the Public Utilities Commission to withdraw PSC #4019-07/08. (Vote of 4 to 0)
- (2) Approve request for PSC #4113-09/10 on the condition that 1) IFPTE Local 21 members and staff be given the opportunity to raise concerns as well as request supporting documentation concerning the Peer Constructability Review's substantive content, especially as it may concern the Review's methodology and assumptions. Local 21, within a reasonable amount of time, will submit any comments concerning the Review to RPD. Recreation and Parks Department agrees to meet with Local 21 members and staff to discuss the comments, 2) All recommendations and concerns raised in the Peer Constructability Review and which need to be addressed by Local 21-represented employees will be submitted to those respective parties at least six (6) weeks prior to the project going out to bid, and a copy concurrently will be sent to Local 21, and;

Civil Service Commission Meeting Minutes

Regular Meeting of April 19, 2010

0155-10-8 (continued)

- 3) A follow-up meeting will be held between RPD, DPW/BCM, and Local 21 to address comments from Local 21, including coming up with a final schedule and allocation of work. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (3) Approve request for PSC #s 4114-09/10 and 4161-08/09. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0161-10-8 Review of request for approval of proposed personal services contracts.
(Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4121-09/10	Human Resources	\$200,000	Provide technical consulting services necessary to 1) analyze the physical ability requirements for Q-2 Police Officer; 2) review the design and content of the current Q-2 physical ability examination, and revise it if necessary, based on those requirements to ensure the selection procedure is valid, and; 3) recommend a passing point on the physical ability examination component to ensure that it is valid and defensible.	Regular	12/31/11
4122-09/10 <i>Postpone to meeting of 5/3/10</i>	Mayor	\$520,000	Prepare ERR for MOH capital projects funded by HUD. ERR need to comply with National Environmental Policy Act, Council on Environmental Quality regulations and 24 CFR Part 58. MOH is responsible for preparing and reviewing ERR for HUD projects in San Francisco. These records include Statutory Worksheets, Environmental Assessments and Environmental Impact Statements.	Regular	06/30/15
4123-09/10	Public Utilities Commission	\$20,000,000	Provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the Harry Tracy Water Treatment Plant Long Term Improvements Project on behalf of the SFPUC. The work includes inspection oversight and enforcement of contract requirements for construction protocols, seismic safety design, quality compliance, and environmental mitigation measures.	Regular	06/30/15
4124-09/10	Public Utilities Commission	\$3,700,000	Specialized and technical services in the areas of recycled water treatment, storage, distribution, operations, water quality, regulatory permitting, and other additional services related to the overall development and implementation of SFPUC recycled water projects.	Regular	06/30/15

Speakers:

John Kraus, Department of Human Resources spoke on PSC #4121-09/10.
Harlan Kelly, Jr. and Carol Isen, Public Utilities Commission and Larry Wong, IFPTE Local 21 spoke on PSC #4123-09/10.

0161-10-8 (continued)

Action:

- (1) Postpone PSC #4122-09/10 to the meeting of May 3, 2010 at the request of the Mayor's Office of Housing. (Vote of 4 to 0)
- (2) Approve request for PSC #4123-09/10 on the condition that 1) With respect to the long term improvement project, construction at the Harry Tracy Water Treatment Plant, on-the-job training for identified City employees willing to transition to field work after confirming their interest through a shadow program, 2) The Public Utilities Commission will issue bi-annual reports regarding its use of consultants and City staff, and 3) With respect to the hiring of 6318 and 6319 Construction Inspectors, that the Public Utilities Commission will use its best efforts to hire such City personnel provided that it maintains its management prerogative to hire or not to hire based on projections of future work. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (3) Approve request for PSC #s4121-09/10 and 4124-09/10. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0158-10-3 Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2010-2011. (Item No. 7)

Speakers: None.

Action: Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2010. (Vote of 4 to 0)

0162-10-8 Review of request for approval of proposed personal services contracts – Omit Posting. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4125-09/10	Police	\$2,000,000	Installation of an Automated Biometric Identification System that is being purchased to replace the current Automated Fingerprint Identification System that was installed twenty-four years ago that is now reaching end of life. This is a one time installation of crime scene investigative work stations, livescan machines and proprietary fingerprint and facial matching systems.	Regular	04/30/15

Civil Service Commission Meeting Minutes

Regular Meeting of April 19, 2010

4081-06/07	Mayor	Increase Amount \$50,000 New Amount \$95,000	Will provide loan servicing for the SF Seismic Loan Program which includes, but not limited to auditing SSLP repayment files; generating loan payment materials; processing all SSLP loan repayments; and depositing SSLP loan repayments into a City bank. Consultant will provide the Mayor's Office of Housing with audited financial reports accounting for all funds placed in escrow.	Modi- fication	06/30/12
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Speakers: Alice Villagomez, San Francisco Police Department
Capt. David Lazar, San Francisco Police Department
Gordon Brussow, San Francisco Police Department

Action: Approve request for proposed personal services contracts.
Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0163-10-1 Request by the Fire Department to extend the duration of H-3 Level 1 EMT Eligible List E-21 for one additional year. (Item No. 9)

Speakers: Jesusa Bushong, San Francisco Fire Department

Action: Grant the request by the Fire Department to extend the duration of H-3 Level I EMT Eligible List E-21 for one additional year to May 10, 2011, for a total duration of four years. (Vote of 4 to 0)

0164-10-1 Status Report on Fiscal Year 2009-10 Goals and Objectives as of March 31, 2010. (Item No. 10)

Speakers: Anita Sanchez, Executive Officer

Action: Accept the report. (Vote of 4 to 0)

0165-10-1 Review of Pending Appeals as of March 31, 2010. (Item No. 11)

Speakers: Anita Sanchez, Executive Officer

Action: Accept the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 12)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

None.

ADJOURNMENT Item No. 14)

3:42 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

3/10
MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
May 3, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS 04-27-10 PM 1:24 PCD

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

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Civil Service Commission Meeting Agenda

Regular Meeting of May 3, 2010

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 3, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Morgan R. Gorrone
Vice President E. Dennis Normandy
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) APPROVAL OF MINUTES – Action Item

Special Meeting of April 19, 2010

Recommendation: Approve.

Regular Meeting of April 19, 2010

Recommendation: Approve.

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(4) Review of request for approval of proposed personal services contracts.
(File No. 0161-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4122-09/10	Mayor	\$520,000	Prepare ERR for MOH capital projects funded by HUD. ERR need to comply with National Environmental Policy Act, Council on Environmental Quality regulations and 24 CFR Part 58. MOH is responsible for preparing and reviewing ERR for HUD projects in San Francisco. These records include Statutory Worksheets, Environmental Assessments, Environmental Impact Statements.	Regular	06/30/15

April 19, 2010:

Postpone PSC #4122-09/10 to the meeting of May 3, 2010 at the request of the Mayor's Office of Housing.

Recommendation:

Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0196-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4126-09/10	Police	\$304,000	Installation and expansion of the current gun shot location detector system that was initially installed in San Francisco in 2008. The expansion will cover another 4 to 5 square miles in San Francisco. Areas included in the expansion of the system will be the Sunnyvale/Visitation Valley area, South of Market area, Hunters Point area and Potrero Hill area. Work will include system optimization along with system acceptance and testing to ensure that it is in proper working order.	Regular	04/14/13
4127-09/10	Public Health	\$265,000	Intermittent, as-needed podiatry services for residents of Laguna Honda Hospital, and for inmates of the City and County of San Francisco jail system. Contractor(s) will treat foot ailments associated with diabetes, calluses and acute/chronic foot infections and injuries. Services will be performed at the various Jail facilities and at Laguna Honda Hospital.	Regular	06/30/15

Civil Service Commission Meeting Agenda

Regular Meeting of May 3, 2010

4128-09/10	Public Health	\$75,000	Contractor will 1) provide access to a web-based health care information platform for the mandated data collection of all home health patients, and generate reports on the Outcome and Assessment Information Set (OASIS). The OASIS requirements are a set of rigorous measures that track the sociodemographic, environmental, support system, health status, functional status, and health service utilization characteristics of the patient. The use, collection, encoding, and transmission of OASIS data is mandatory for all home health care patients receiving skilled services. 2) administer the mandated Home Health Consumer Assessment of Health Plan Study (HH CAHPS) by mail to all Health at Home Patients and generate reports required by CMS. The HH CAHPS Survey is designed to objectively and independently measure the experiences of people receiving home health care from Medicare-certified home health agencies.	Regular	05/30/15
4129-09/10	Municipal Transportation Agency	\$99,000	Collect, analyze and interpret data on bicycle ridership and user preferences. This project is a follow up study to a report produced in 2009, which established benchmarks to measure the effectiveness of the multiple bicycle facility improvements, education, and outreach programs implemented by the SFMTA. The ultimate deliverable of this project will be an independently produced summary "State of Cycling in San Francisco" report that compares current trends to past findings and recommends ways to improve the City's delivery of bicycle programs and infrastructure. The report will analyze bicycling volumes as well as conduct a large-scale telephone and intercept survey to gauge local attitudes toward cycling. The findings of this report are used as performance measures for our major funding source Prop K local transportation sales tax. The report is also vital to show the general public whether our resources are being used to effectively improve bicycling conditions.	Regular	06/30/12
4130-09/10	Airport Commission	\$700,000	Provide geotechnical engineering services including but not limited to data review and analysis of geotechnical reports; consultations with building and structural designers and other geotechnical consultants; performance of foundation engineering analysis; review of existing and proposed underground structures; preparation of reports and recommendations; performance of recommended further studies; preparation of specifications for earthwork and pile installation and to provide expertise in the analysis of special problems pertaining to the design and construction of foundations.	Regular	06/30/15
4131-09/10	Public Utilities Commission	\$97,925	This is for design development, documentation and installation of furnishings of the PUC's new offices at 525 Golden Gate. This involves development of a furniture plan for workstations, offices and conference rooms and furniture specifications to go out for bid for the furnishings, and overseeing the installations and completion of punch list items prior to the PUC's relocation to the new building.	Regular	07/31/12
4001-05/06	Airport Commission	Increase Amount \$75,000 New Amount \$487,500	Will provide on-going, coordinated 6/30/2011 communications with the Bay Area Congressional delegation in Washington, D.C., on matters relating to the Airport. This modification will allow the Airport to exercise the final one-year option to the existing contract.	Modification	06/30/11

4045-04/05	Public Health	Increase Amount \$0 New Amount \$1,300,000	Will generate highly specialized step-down cost reports to allocate administrative and other costs to revenue-generating units of San Francisco General Hospital, Laguna Honda Hospital, and the Health At Home program, as well as financial consultation services for specific areas of hospital operations, in order to optimize DPH's revenues and reimbursements within the regulations and instructions of Medicare, Medi-Cal and other third-party insurers. New services under this modification will include advising and including SFGH in Medicare group appeal issues.	Modification	03/31/14
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Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

SEPARATION AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (6) **Determination of future employability: Dismissal of permanent civil service appointment of James Ross, Fare Collector (Job Code 9110) with the Municipal Transportation Agency. (File No. 0092-09-7) – Action Item**

Recommendation: Cancel any current examination and eligibility status; No future employment with the San Francisco Municipal Transportation Agency.

- (7) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**
- (8) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (9) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting May 3, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:07 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President E. Dennis Normandy	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present (Arrived at 2:10 p.m. Missed Item #s 1, 2, 3 and 6.)

President Morgan R. Gorrono presided.

APPROVAL OF MINUTES

Special Meeting of April 19, 2010

Action: Approve. (Vote of 3 to 0)

Regular Meeting of April 19, 2010

Action: Approve. (Vote of 3 to 0)

ANNOUNCEMENTS

The Executive Officer announced that the Commission will take public comment at the time an item is heard. Speaker cards are not required. All individuals should approach the podium if they wish to make public comment. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting.

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Civil Service Commission Meeting Minutes

Regular Meeting of May 3, 2010

0161-10-8

Review of request for approval of proposed personal services contract.
(Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4122-09/10	Mayor	\$520,000	Prepare ERR for MOH capital projects funded by HUD. ERR need to comply with National Environmental Policy Act, Council on Environmental Quality regulations and 24 CFR Part 58. MOH is responsible for preparing and reviewing ERR for HUD projects in San Francisco. These records include Statutory Worksheets, Environmental Assessments, Environmental Impact Statements.	Regular	06/30/15

April 19, 2010: Postpone PSC #4122-09/10 to the meeting of May 3, 2010 at the request of the Mayor's Office of Housing.

Speakers: Oliver Hack and Eugene Flannery, Mayor's Office of Housing

Action: Approve request for proposed personal services contract.
Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0196-10-8

Review of request for approval of proposed personal services contracts.
(Item No. 5)

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Civil Service Commission Meeting Minutes

Regular Meeting of May 3, 2010

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Civil Service Commission Meeting Minutes

Regular Meeting of May 3, 2010

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Speakers: Jacquie Hale and Pat Skala, Department of Public Health spoke on PSC #4128-09/10.
Pauson Yun and Shelby Campbell, Public Utilities Commission spoke on PSC #4131-09/10.
Jacquie Hale and Valerie Inouye, Department of Public Health spoke on PSC #4045-04/05.

Action: (1) Approve request for PSC #s 4126-09/10; 4127-09/10; 4129-09/10; 4130-09/10; and 4001-05/06. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 3 to 0; Commissioner Jung missed vote.)
(2) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0092-09-7 **Determination of future employability: Dismissal of permanent civil service appointment of James Ross, Fare Collector (Job Code 9110) with the Municipal Transportation Agency. (Item No. 6)**

Speakers: None.

Action: Postpone to the meeting of June 7, 2010 at the request of Charles Davis, Attorney. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 7)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 8)

None.

ADJOURNMENT (Item No. 9)

2:38 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRANO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
May 17, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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Civil Service Commission Meeting Agenda

Regular Meeting of May 17, 2010

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The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Ruston, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 17, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Morgan R. Gorrone
Vice President E. Dennis Normandy
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) APPROVAL OF MINUTES – Action Item

Regular Meeting of May 3, 2010

Recommendation: Approve.

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(4) Review of request for approval of proposed personal services contracts.
(File No. 0209-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4132-09/10	Airport Commission	\$900,000	Ongoing representation of the Airport in Washington, D.C., for federal issues involving aviation legislation, security mandates and funding opportunities.	Regular	06/30/15
4133-09/10	Municipal Transportation Agency	\$34,459,621	The scope of this project is to rebuild eight (8) Light Rail Vehicles (LRVs) of the San Francisco Municipal Transportation Agency's (SFMTA's) which, due to traffic related accidents, have sustained major structural damages and are also missing a majority of components and assemblies because of utilization as replacement parts for other operable vehicles. Two of these vehicles will be modified and fitted with a brand new Ansaldo Breda Spa (ABS) propulsion and control systems. ABS is the original equipment manufacturer or Original Equipment Manufacturer (OEM) for the LRVs and the new propulsion and control system.	Regular	06/30/15
4134-09/10	Emergency Management	\$1,300,000	The contractor will assist Bay Area counties and cities with developing plans for the screening, processing and distribution of donations in and out of the metropolitan area on a mass scale after a major catastrophic event. The contractor will provide follow-up planning and documents that will be added to the Bay Area wide Regional Emergency Coordination Plan (RECP). The contractor will deliver a region-wide donations management plan annex to the RECP, and develop planning templates for Bay Area cities and counties.	Regular	06/30/12
4135-09/10	Emergency Management	\$200,000	The EMS Fellow program provides opportunities to experienced physicians to prepare them for work in the nation's emergency rooms and disaster medical systems. As part of the program the physicians work at both SFGH and the EMS Agency where they manage projects that enhance the City's ability to manage medical emergencies and build capability within our medical system. The PSC enables the City to utilize grant funds to partner with UCSF (who is currently under contract to provide physicians to SFGH) and financially support this important program. It is a sole source contract due to the need for both academic affiliation and the need to utilize the same physician contractor that the City already has.	Regular	06/30/13

Civil Service Commission Meeting Agenda

Regular Meeting of May 17, 2010

4136-09/10	Emergency Management	\$400,000	The UASI seeks a vendor to develop a Bay Area and statewide patient distribution, receiving and evacuation plan to ensure the continuity of care and integration of multiple resources in the event of a large scale medical or public health emergency, or major natural disaster.	Regular	03/31/11
4137-09/10	Emergency Management	\$80,000	The consultant will develop the City's Tactical Interoperable Communications Plan (TICP), in accordance with the standards developed by the Federal Department of Homeland Security. The consultant will review current public safety communications plans, the policies and procedures documented in the plans, and review existing system documentation to formulate the TICP. The consultant will facilitate stakeholder meetings with a communications advisory committee, made up of department representatives of users of the public safety communications systems. The consultant will document deficiencies in the current operational environment. Finally, the consultant will deliver a plan that documents the communications capabilities across all City Departments, and with the City's regional mutual aid partners.	Regular	05/01/11
4138-09/10	Public Utilities Commission	\$150,000	SFPUC is seeking to retain the services of Micro Local Business Enterprises (LBE) to increase the participation of local and regional construction firms and trade associations for the advancement of all SFPUC Capital Improvement Projects, including WSIP, Waste Water, and Power. Services include, but are not limited to: i) conducting outreach to local and regional contractors to create partnerships; ii) facilitating compliance with HRC's 12B Equal Benefit Ordinance and 14B LBE subcontracting goals; iii) educating non-union contractors to ensure compliance with SFPUC's Project Labor Agreement; iv) educating potential bidders and proposers on employment and job training opportunities to ensure the inclusion and participation of a diverse and well trained workforce; v) identifying, maintaining and developing new local and regional stakeholders to engender goodwill in communities impacted by SFPUC's construction programs; and vi) assisting with training and development of labor relations staff.	Regular	05/20/12
4139-09/10	Public Utilities Commission	\$5,334,000	Contract work will consist of designing, manufacturing and installation of stator core, windings and rehabilitation or replacement work on the rotor for two (2) hydro-generation units at Moccasin Powerhouse. The modifications will also increase the capacity of the units from 57.5 MegaVars to a new rating of 61 MegaVars. This Design-Build seeks approval for the value of the designing, manufacturing and installation services.	Regular	06/30/13
4140-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Utilities Commission	\$95,000	Provide home energy audits and marketing services for energy efficiency and water conservation, utilizing staff members hired through a workforce development program. The goal is to perform a minimum of 250 audits on San Francisco properties in order to assist property owners and residents in conserving water and electricity.	Regular	06/30/11

Civil Service Commission Meeting Agenda

Regular Meeting of May 17, 2010

4065-05/06	Airport Commission	Increase Amount \$100,000 New Amount \$400,000	Airport safety and security is continuing to undergo transformations as Airport safety measures increase and expand. There exists an occasional need to hire senior managers and other employees with specialized knowledge of Airport facilities, operations, safety and security, or financial and aviation planning backgrounds. As-needed executive search firms with specialized recruitment expertise (e.g., industry nation- and worldwide contacts, specialized backgrounds and security experience) will be able to assist the Airport in meeting its hiring needs for senior management staff associated with Airport expansion.	Modification	06/30/12
4061-08/09	Fire Department	Increase Amount \$0 New Amount \$417,000	Will provide development and administration of exams for the Fire Depts. Ranks of H-2 Firefighter, H-4 Inspector, H-6 Investigator, and H-33 EMS Captain, and will defend those selection processes against legal challenge as necessary.	Modification	06/30/11
4141-09/10	Public Utilities Commission	Increase Amount \$21,000 New Amount \$49,000	Contract work will consist of providing wind energy engineering and testing support for the wind design integration for San Francisco Public Utilities Commission (SFPUC) Administration Office Building at 525 Golden Gate Avenue, San Francisco, California. This modification for PSC# 3075-09/10 is being requested to extend the personal services contract amount and duration to match the certified contract amount and duration.	Modification	04/04/14
4067-09/10	Public Utilities Commission	Increase Amount \$100,000 New Amount \$250,000	Specialty contractor to assist the SFPUC with the application of the sodium percarbonate algaecide (brand name PAK-27) in local source water reservoirs, including but not limited to Calaveras Reservoir, San Antonio Reservoir, Crystal Springs Reservoir and San Andreas Reservoir. This current modification request will extend the existing contract duration by one (1) year and increase the value of the contract by \$100,000.	Modification	02/26/12

Recommendation:

- (1) Postpone PSC #4140-09/10 to the meeting of June 21, 2010 at the request of the Public Utilities Commission.
- (2) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Proposed Secondary Criteria for Q-80 Captain, San Francisco Police Department. (File No. 0210-10-1) – Action Item

Recommendation:

Accept the recommendation of the Human Resources Director; approve the proposed Secondary Criteria for Q-80 Captain, San Francisco Police Department.

- (6) **Rule Amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department; specifically, Rule 213 – Certification of Eligibles – Police Department. (File No. 0211-10-5) – Action Item**

December 7, 2009: Post for Meet and Confer.

March 15, 2010: No disclosure of any or all discussions held in closed session.

April 19, 2010: No disclosure of any or all discussions held in closed session.

Recommendation: Direct the Executive Officer to post the proposed amendments to Civil Service Commission Rule 213 – Certification of Eligibles – Police Department (dated May 17, 2010) for adoption at the Regular Meeting of the Civil Service Commission on Monday, June 7, 2010.

- (7) **Annual Certification of Benefits of Elected Officials (Including Members of the Board of Supervisors) for Fiscal Year 2010-11 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (File No. 0212-10-3) – Action Item**

Recommendation: Accept the report; Certify the benefits of elected officials (including members of the Board of Supervisors) for Fiscal Year 2010-11 in accordance with Charter Section A8.409-1; Continue the same level of benefits as those of covered Management employees in the Unrepresented Employees Ordinance in effect on July 1, 2010 for Fiscal Year 2010-11.

- (8) **Annual Adjustment (2nd Year of 5-Year Cycle) of Salary of Member, Board of Supervisors in accordance with Civil Service Commission Action of May 4, 2009; and, Salaries (4th Year of 5-Year Cycle) of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) in accordance with Charter Section A8.409-1 for Fiscal Year 2010-11. (File No. 0213-10-3) – Action Item**

Recommendation: Accept the report; Due to a 2.6% CPI-U change, salaries of the elected officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer-Tax Collector, and Sheriff) are increased 2.6%, in accordance with Charter Section A8.409-1 and the salary of members of the Board of Supervisors is increased 2.6%, in accordance with Commission Action of May 4, 2009 for Fiscal Year 2010-11.

- (9) **Consideration of Reduction of Salary of Member, Board of Supervisors pursuant to Charter Section 2.100 and Salaries of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) pursuant to Charter Section A8.409-1 for Fiscal Year 2010-11. (File No. 0214-10-3) – Action Item**

Recommendation: Postpone to the meeting of June 7, 2010; Request from the Department of Human Resources-Employee Relations Division information and an analysis summary of agreed to wage

concessions by the City's employee organizations to assist in consideration of reduction in salaries of elected officials to achieve comparable cost savings.

- (10) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION
- (11) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS
- (12) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting May 17, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:10 p.m.

ROLL CALL

President Morgan R. Gorrano	Not present (Notified absence)
Vice President E. Dennis Normandy	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

Vice President E. Dennis Normandy presided.

APPROVAL OF MINUTES

Regular Meeting of May 3, 2010

Action: Approve. (Vote of 3 to 0)

ANNOUNCEMENTS

The Executive Officer announced that the Commission will take public comment at the time an item is heard. Speaker cards are not required. All individuals should approach the podium if they wish to make public comment. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting.

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MAY 19 2010

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0209-10-8

**Review of request for approval of proposed personal services contracts.
(Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4132-09/10	Airport Commission	\$900,000	Ongoing representation of the Airport in Washington, D.C., for federal issues involving aviation legislation, security mandates and funding opportunities.	Regular	06/30/15
4133-09/10	Municipal Transportation Agency	\$34,459,621	The scope of this project is to rebuild eight (8) Light Rail Vehicles (LRVs) of the San Francisco Municipal Transportation Agency's (SFMTA's) which, due to traffic related accidents, have sustained major structural damages and are also missing a majority of components and assemblies because of utilization as replacement parts for other operable vehicles. Two of these vehicles will be modified and fitted with a brand new Ansaldo Breda Spa (ABS) propulsion and control systems. ABS is the original equipment manufacturer or Original Equipment Manufacturer (OEM) for the LRVs and the new propulsion and control system.	Regular	06/30/15
4134-09/10	Emergency Management	\$1,300,000	The contractor will assist Bay Area counties and cities with developing plans for the screening, processing and distribution of donations in and out of the metropolitan area on a mass scale after a major catastrophic event. The contractor will provide follow-up planning and documents that will be added to the Bay Area wide Regional Emergency Coordination Plan (RECP). The contractor will deliver a region-wide donations management plan annex to the RECP, and develop planning templates for Bay Area cities and counties.	Regular	06/30/12
4135-09/10	Emergency Management	\$200,000	The EMS Fellow program provides opportunities to experienced physicians to prepare them for work in the nation's emergency rooms and disaster medical systems. As part of the program the physicians work at both SFGH and the EMS Agency where they manage projects that enhance the City's ability to manage medical emergencies and build capability within our medical system. The PSC enables the City to utilize grant funds to partner with UCSF (who is currently under contract to provide physicians to SFGH) and financially support this important program. It is a sole source contract due to the need for both academic affiliation and the need to utilize the same physician contractor that the City already has.	Regular	06/30/13
4136-09/10	Emergency Management	\$400,000	The UASI seeks a vendor to develop a Bay Area and statewide patient distribution, receiving and evacuation plan to ensure the continuity of care and integration of multiple resources in the event of a large scale medical or public health emergency, or major natural disaster.	Regular	03/31/11

4137-09/10	Emergency Management	\$80,000	The consultant will develop the City's Tactical Interoperable Communications Plan (TICP), in accordance with the standards developed by the Federal Department of Homeland Security. The consultant will review current public safety communications plans, the policies and procedures documented in the plans, and review existing system documentation to formulate the TICP. The consultant will facilitate stakeholder meetings with a communications advisory committee, made up of department representatives of users of the public safety communications systems. The consultant will document deficiencies in the current operational environment. Finally, the consultant will deliver a plan that documents the communications capabilities across all City Departments, and with the City's regional mutual aid partners.	Regular	05/01/11
4138-09/10	Public Utilities Commission	\$150,000	SFPUC is seeking to retain the services of Micro Local Business Enterprises (LBE) to increase the participation of local and regional construction firms and trade associations for the advancement of all SFPUC Capital Improvement Projects, including WSIP, Waste Water, and Power. Services include, but are not limited to: i) conducting outreach to local and regional contractors to create partnerships; ii) facilitating compliance with HRC's 12B Equal Benefit Ordinance and 14B LBE subcontracting goals; iii) educating non-union contractors to ensure compliance with SFPUC's Project Labor Agreement; iv) educating potential bidders and proposers on employment and job training opportunities to ensure the inclusion and participation of a diverse and well trained workforce; v) identifying, maintaining and developing new local and regional stakeholders to engender goodwill in communities impacted by SFPUC's construction programs; and vi) assisting with training and development of labor relations staff.	Regular	05/20/12
4139-09/10	Public Utilities Commission	\$5,334,000	Contract work will consist of designing, manufacturing and installation of stator core, windings and rehabilitation or replacement work on the rotor for two (2) hydro-generation units at Moecasin Powerhouse. The modifications will also increase the capacity of the units from 57.5 MegaVars to a new rating of 61 MegaVars. This Design-Build seeks approval for the value of the designing, manufacturing and installation services.	Regular	06/30/13
4140-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Utilities Commission	\$95,000	Provide home energy audits and marketing services for energy efficiency and water conservation, utilizing staff members hired through a workforce development program. The goal is to perform a minimum of 250 audits on San Francisco properties in order to assist property owners and residents in conserving water and electricity.	Regular	06/30/11

Civil Service Commission Meeting Minutes

Regular Meeting of May 17, 2010

4065-05/06	Airport Commission	Increase Amount \$100,000 New Amount \$400,000	Airport safety and security is continuing to undergo transformations as Airport safety measures increase and expand. There exists an occasional need to hire senior managers and other employees with specialized knowledge of Airport facilities, operations, safety and security, or financial and aviation planning backgrounds. As-needed executive search firms with specialized recruitment expertise (e.g., industry nation- and worldwide contacts, specialized backgrounds and security experience) will be able to assist the Airport in meeting its hiring needs for senior management staff associated with Airport expansion.	Modification	06/30/12
4061-08/09	Fire Department	Increase Amount \$0 New Amount \$417,000	Will provide development and administration of exams for the Fire Depts. Ranks of H-2 Firefighter, H-4 Inspector, H-6 Investigator, and H-33 EMS Captain, and will defend those selection processes against legal challenge as necessary.	Modification	06/30/11
4141-09/10	Public Utilities Commission	Increase Amount \$21,000 New Amount \$49,000	Contract work will consist of providing wind energy engineering and testing support for the wind design integration for San Francisco Public Utilities Commission (SFPUC) Administration Office Building at 525 Golden Gate Avenue, San Francisco, California. This modification for PSC# 3075-09/10 is being requested to extend the personal services contract amount and duration to match the certified contract amount and duration.	Modification	04/04/14
4067-09/10	Public Utilities Commission	Increase Amount \$100,000 New Amount \$250,000	Specialty contractor to assist the SFPUC with the application of the sodium percarbonate algacide (brand name PAK-27) in local source water reservoirs, including but not limited to Calaveras Reservoir, San Antonio Reservoir, Crystal Springs Reservoir and San Andreas Reservoir. This current modification request will extend the existing contract duration by one (1) year and increase the value of the contract by \$100,000.	Modification	02/26/12

Speakers:

Elson Hao, Municipal Transportation Agency spoke on PSC #4133-09/10.

Neal Tanaguchi, Emergency Management Department spoke on PSC #s 4134-09/10 and 4137-09/10.

Rob Dudgeon, Emergency Management Department spoke on PSC #4135-09/10.

David Scott and Prentiss Jackson, Public Utilities Commission spoke on PSC #4138-09/10.

Jon Winge and Margaret Hannaford, Public Utilities Commission spoke on PSC #4139-09/10.

Cynthia Avakian and Gloria Louie, Airport Commission spoke on PSC #4065-05/06.

Michael Cerles, DHR Fire Exam Unit, Dave Johnson and Mary Ng, Department of Human Resources spoke on PSC #4061-08/09.

0209-10-8 (continued)

- Action:**
- (1) Postpone PSC #4140-09/10 to the meeting of June 21, 2010 at the request of the Public Utilities Commission. (Vote of 3 to 0)
 - (2) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0210-10-1 **Proposed Secondary Criteria for Q-80 Captain, San Francisco Police Department. (Item No. 5)**

Speakers: Saru Cownan, DHR Police Services Exam Unit
Alice Villagomez, San Francisco Police Department
John Kraus, Department of Human Resources

Action: Accept the recommendation of the Human Resources Director; approve the proposed Secondary Criteria for Q-80 Captain, San Francisco Police Department. (Vote of 3 to 0)

0211-10-5 **Rule Amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department; specifically, Rule 213 – Certification of Eligibles – Police Department. (Item No. 6)**

December 7, 2009: Post for Meet and Confer.

March 15, 2010: No disclosure of any or all discussions held in closed session.

April 19, 2010: No disclosure of any or all discussions held in closed session.

Speakers: Anita Sanchez, Civil Service Commission
John Kraus, Department of Human Resources

Action: Postpone to the meeting of June 7, 2010. Directed the Executive Officer to provide a synopsis of previous discussions on this matter. (Vote of 3 to 0)

0212-10-3 **Annual Certification of Benefits of Elected Officials (Including Members of the Board of Supervisors) for Fiscal Year 2010-11 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (Item No. 7)**

Speakers: Anita Sanchez, Civil Service Commission

Action: Postpone to the meeting of June 7, 2010. (Vote of 3 to 0)

- 0213-10-3 Annual Adjustment (2nd Year of 5-Year Cycle) of Salary of Member, Board of Supervisors in accordance with Civil Service Commission Action of May 4, 2009; and, Salaries (4th Year of 5-Year Cycle) of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) in accordance with Charter Section A8.409-1 for Fiscal Year 2010-11. (Item No. 8)

Speakers: None.

Action: Postpone to the meeting of June 7, 2010. (Vote of 3 to 0)

- 0214-10-3 Consideration of Reduction of Salary of Member, Board of Supervisors pursuant to Charter Section 2.100 and Salaries of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) pursuant to Charter Section A8.409-1 for Fiscal Year 2010-11. (Item No. 9)

Speakers: None.

Action: Postpone to the meeting of June 7, 2010. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 10)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 11)

Commissioner Casper expressed his concern at the redesign of the Civil Service Commission website that depicts an unrealistic picture of the Commission. Directed the Executive Officer to work with the webmaster to select photos that reflects the diversity of the Commission.

Commissioner Casper also expressed his concern over the proposed Class Specifications for Q-80 Captain, changing the minimum qualifications from three years to one year served as a permanent Q-60 Lieutenant in the San Francisco Police Department. Directed the Executive Officer to place on the Agenda of the next meeting and requested DHR and SFPD staff to provide a briefing.

ADJOURNMENT (Item No. 12)

3:23 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
June 7, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of June 7, 2010

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 7, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Morgan R. Gorrone
Vice President E. Dennis Normandy
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) APPROVAL OF MINUTES – Action Item

Regular Meeting of May 17, 2010

Recommendation: Approve.

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(4) ELECTION OF OFFICERS (File No. 0224-10-1) – Action Item

Recommendation: Open for discussion.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0225-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4142-09/10	Health Service System	\$156,000	Administer the Medical and Dependent Care Flexible Spending Account programs for eligible City and County of San Francisco employees. Services include maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.	Regular	06/30/11
4143-09/10	Health Service System	\$112,000	Administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	Regular	06/30/11
4144-09/10	Health Service System	\$107,735	Administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System. Services include providing required initial COBRA notice, enrolling eligible individuals, and conducting open enrollment for COBRA enrollees.	Regular	06/30/11
4145-09/10	Municipal Transportation Agency	\$600,000	The SFMTA needs to procure the services of a qualified and experienced contractor to complete comprehensive environmental review with a focus on transportation impacts for the SFMTA's Transit Effectiveness Project (TEP), and prepare and publish its findings as required by the California Environmental Quality Act (CEQA), and National Environmental Policy Act (NEPA) if required.	Regular	01/31/13
4146-09/10	Public Works	\$2,500,000	The Consultant will provide as-needed environmental monitoring and oversight services for the San Francisco General Hospital (SFGH) Rebuild Project (SFGHRP) in support of the construction activities involving the abatement of asbestos, lead, and other hazardous materials, naturally-occurring asbestos in soils, soil characterization and profiling, and other hazardous materials. Conduct daily air quality monitoring during all earthmoving activities (trenching and mass excavation) during construction activities to comply with the Bay Area Air Quality Management District's (BAAQMD) Asbestos Dust Monitoring Plan (ADMP) for the project. The Consultant shall also provide as-needed industrial hygiene and other environmental services.	Regular	12/31/16

Civil Service Commission Meeting Agenda

Regular Meeting of June 7, 2010

4147-09/10	Mayor	\$400,000	Contractor will customize their proprietary software known as the Total Grants Solution (TGS) to add housing development process and data tracking functionality. The TGS system is a technology solution that meets the City's strategy of collecting and managing data for the Federal Department of Housing and Urban Development (HUD) grant programs including the Community Development Block (CDBG), and Emergency Shelter Grants (ESG.) The solution is the primary tool MOH uses to ensure programmatic and fiscal compliance and accountability while providing a direct and immediate link between the City and its grantees that allows for the tracking of programmatic outcomes and clients served as well as the ability of the grantee to invoice the City for contractual services rendered. Finally, the system incorporates the audit requirements of local, state and federal funding sources.	Regular	06/30/12
4148-09/10	Public Health	\$2,000,000	The contractor (State of California) will coordinate and provide genetic testing services on blood samples taken from newborn babies from San Francisco General Hospital, in accordance with State law	Regular	06/30/20
4149-09/10	Public Health	\$1,250,000	Assistance to and training of Department Information Technology staff in the installation and building of an ambulatory Electronic Medical Record (EMR) system for San Francisco General Hospital and DPH community-based primary care and specialty clinics. Technical support to the Department's IT staff upon live activation of the new system. Please note that the amount shown above is a current best estimate of the value of only the professional services required, not software	Regular	06/30/15
4150-09/10	Public Health	\$136,000,000	Culturally appropriate mental health and substance abuse services for children, youth, and their families will be provided by multiple contractors, which together form a System of Care to address the broad continuum of needs and illnesses presented by these clients. Services will include mental health assessment, therapy, collateral and wraparound services, community-based violence and trauma recovery services, community-based day treatment services, residentially-based day treatment services, intensive/day rehabilitative services, primary and secondary substance abuse prevention services, therapeutic behavioral services, therapeutic visitation services, and targeted case management.	Regular	06/30/15
4151-09/10	Public Health	\$150,074,786	Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time.	Regular	06/30/15
4152-09/10	Public Health	\$18,595,931	Contractors will provide integrated full-service behavioral health outpatient services (Mental Health and Substance Abuse Services) for older-adult clients living in the catchment areas 2, 4 and 5 (Western Addition/area bounded by Geary-Gough-Market-Stanyan/Marina/Presidio, North of Market/Tenderloin/South of Market and Richmond and Sunset Districts.)	Regular	06/30/15

Civil Service Commission Meeting Agenda

Regular Meeting of June 7, 2010

4153-09/10	Public Health	\$112,083,205	Contractor will provide services to adult clients living in a residential setting who otherwise would be at risk of hospitalization or other institutional placement if they were not in a residential treatment program. The contractor will provide crisis residential programs, transitional residential treatment programs, Institute for Mental Disease (IMD) alternative programs, and an Urgent Care Center consisting of a crisis stabilization/urgent care clinic with an attached short-term crisis residential program. Institute for Mental Disease alternative programs target adults returning from long-term care settings back to the community or who are at risk for institutional placement due to the severity of their psychiatric disorder.	Regular	06/30/15
4154-09/10	Public Health	\$111,292,513	Contractor will provide substance abuse residential programs. The program will include a 24/7 comprehensive assessment, case management, counseling, skill building and support services to individuals with substance abuse disorders. The program includes Pomeroy House Perinatal Treatment, Residential Family, Women's Harm Reduction Overnight/Partial Day, Women's HIV, MH, Harm Reduction Transitional Residential, Ryan White Pt A, HIV Residential, Adult Residential & Overnight/Partial Day, Women's Residential Social Detoxification, Bed Social Detox, Homeless Specialty, HIV Women's Residential Social Detoxification, Residential Medical Detoxification, MHSA Dual Diagnosis Residential Treatment, Redwood Center Residential Treatment for High-Utilizers of Multiple Systems, HIV Residential Medical Detoxification and Proposition 36 Residential Treatment.	Regular	06/30/15
4155-09/10	Public Health	\$42,988,294	Contractor and partner agencies will work together to provide supportive housing services to homeless adults and transitional age youths with serious mental illness in San Francisco. The housing support services will include comprehensive on-site mental health prevention, primary care, and rehabilitative treatment services to reduce chronic homelessness in San Francisco.	Regular	06/30/15
4156-09/10	Public Health	\$57,351,750	Contractors will provide community based mental health and substance abuse prevention and treatment, primary care and life enhancement programs for adults and transition age youths who are homeless or face mental health and substance abuse issues and their families in San Francisco. The programs will include mental health emergency crisis/vocational and rehabilitation services, peer and intern employment, peer-based wellness and recovery services, substance abuse education and training/HIV intervention/primary prevention, secondary prevention and ancillary services, short-term intensive care management-hospital discharge service	Regular	06/30/15
4157-09/10	Public Health	\$17,360,000	Contractors will provide San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), DPH's Primary Care clinics and Health At Home program a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements.	Regular	06/30/15
4158-09/10	Public Health	\$84,000	Contractor will provide phlebotomy services during the phlebotomy service schedule at Behavioral Health Clinics and laboratory specimen courier services when necessary.	Regular	06/30/15

Civil Service Commission Meeting Agenda

Regular Meeting of June 7, 2010

4159-09/10	Public Health	\$150,000	Contractor will provide comprehensive vision care services including preventive eye exams, eye care services and diagnostic referrals for patients at the DPH's Southeast Health Center once a week during the operation hour from 8 am to 5 pm.	Regular	06/30/15
4160-09/10	Public Health	\$29,543,220	The PEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train providers to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.	Regular	06/30/15
4161-09/10	Public Health	\$10,804,713	Contractors will provide an array of prevention services, programs and projects for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco's populations, especially in low income neighborhoods. The primary methodologies will be community action and organization, outreach, health education, wellness activities and education, community support/capacity building, and training/technical assistance for contractors, and other services as needed.	Regular	06/30/13
4162-09/10	Public Health	\$7,274,562	The WDET project will develop and maintain a culturally competent mental health workforce through training and technical assistance, mental health career pathway programs and internship programs. The project is community based to diversify the mental health workforce by encouraging consumers and their families to pursue public health careers because they are uniquely qualified. The WDET project will recruit consumers to public health careers at various levels from entry level certification to licensed and managerial positions. Programs include the Summer Bridge Program, Peer Specialist Mental Health Certificate Program, the Mental Health Certificate Program and Supportive Services for Consumers Enrolled in Public Universities or Private Colleges.	Regular	06/30/15
1010-07/08	Health Service System	Increase Amount \$535,275 New Amount \$2,450,495	Will provide health benefit plan actuarial and consulting services as required by City Charter. Services include developing rates; performing prospective review and analysis of rates against actual experience; conducting studies of alternative health-care plans; calculating of Trust Fund reserves; developing modeling, reporting and tracking systems; conducting audits and consulting with HSS staff	Modi- fication	06/30/11

Civil Service Commission Meeting Agenda

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4165-07/08	General Services Agency	Increase Amount \$351,700 New Amount \$695,700	Will provide a software license for their proprietary web based electronic certified payroll reporting system hosted on contractor's secure server. The Office of Labor Standards Enforcement (OLSE) desires to exercise its option to extend a contract with the vendor to provide a software license (subscription to their services) for their web based electronic proprietary certified payroll reporting system hosted on their secured server. The system verifies pay rates or flags and communicates potential violations. Vendor will provide training to City contractors and approximately 30 City employees on use of the system.	Modification	06/30/12
4058-09/10	Emergency Management	Increase Amount \$100,000 New Amount \$300,000	Provide services to develop a training & exercise course program as part of joint project between Bay Area UASI & Los Angeles/Long Beach UASI. The advance EOC course will train emergency management mutual aid personnel to coordinate response support following large catastrophic disasters. The Bay Area UASI needs to extend the contract term to 3/31/2011 and increase the amount with Willdan to provide for additional testing of the training program, and to provide for pilot training courses.	Modification	03/31/11
4096-05/06	Public Health	Increase Amount \$750,000 New Amount \$1,310,000	Will provide intermittent, as-needed, on-call, mobile blood filtration (therapeutic apheresis) services. Therapeutic apheresis is a procedure in which the patient's blood is collected using automated FDA approved devices, separated into its components (RBCs, WBCs, Platelets and/or plasma) and filtered. The suspected pathologic component is discarded, and the remaining components are returned to the patient along with replacement fluids. Auto transfusion services are used in an effort to reduce allogeneic (blood from a donor) blood transfusion. It is indicated in a variety of surgical procedures whenever major blood loss is anticipated and it is the only acceptable method of transfusion for Jehovah's Witnesses patients because blood remains in continuity within the autotransfusion circuit.	Modification	06/30/14

Recommendation: Adopt the report; Approve requests for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Request by Christiana Amaechi to remove the ban on her future employment with the Department of Public Health. (File No. 0226-10-7)

Recommendation: Adopt the staff report. Approve removal of employment restriction banning Christiana Amaechi from working at the Department of Public Health.

Civil Service Commission Meeting Agenda

Regular Meeting of June 7, 2010

- (7) **Rule Amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department; specifically, Rule 213 – Certification of Eligibles – Police Department. (File No. 0211-10-5) – Action Item**

December 7, 2009: Post for Meet and Confer.

March 15, 2010: No disclosure of any or all discussions held in closed session.

April 19, 2010: No disclosure of any or all discussions held in closed session.

May 17, 2010: Postpone to the meeting of June 7, 2010. Directed the Executive Officer to provide a synopsis of previous discussions on this matter.

Recommendation: Direct the Executive Officer to post the proposed amendments to Civil Service Commission Rule 213 – Certification of Eligibles – Police Department (dated May 17, 2010) for adoption at the Regular Meeting of the Civil Service Commission on Monday, June 21, 2010.

- (8) **Annual Certification of Benefits of Elected Officials (Including Members of the Board of Supervisors) for Fiscal Year 2010-11 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (File No. 0212-10-3) – Action Item**

May 17, 2010: Postpone to the meeting of June 7, 2010.

Recommendation: Accept the report; Certify the benefits of elected officials (including members of the Board of Supervisors) for Fiscal Year 2010-11 in accordance with Charter Section A8.409-1; Continue the same level of benefits as those of covered Management employees in the Unrepresented Employees Ordinance in effect on July 1, 2010 for Fiscal Year 2010-11.

- (9) **Annual Adjustment (2nd Year of 5-Year Cycle) of Salary of Member, Board of Supervisors in accordance with Civil Service Commission Action of May 4, 2009; and, Salaries (4th Year of 5-Year Cycle) of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) in accordance with Charter Section A8.409-1 for Fiscal Year 2010-11. (File No. 0213-10-3) – Action Item**

May 17, 2010: Postpone to the meeting of June 7, 2010.

Recommendation: Accept the report; Due to a 2.6% CPI-U change, salaries of the elected officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer-Tax Collector, and Sheriff) are increased 2.6%, in accordance with Charter Section A8.409-1 and the salary of members of the Board of Supervisors is increased 2.6%, in accordance with Commission Action of May 4, 2009 for Fiscal Year 2010-11.

- (10) Consideration of Reduction of Salary of Member, Board of Supervisors pursuant to Charter Section 2.100 and Salaries of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) pursuant to Charter Section A8.409-1 for Fiscal Year 2010-11. (File No. 0214-10-3) – Action Item

May 17, 2010: Postpone to the meeting of June 7, 2010.

Recommendation: Open for discussion.

- (11) Report on changing the minimum qualifications from three years to one year served as a permanent Q-60 Lieutenant in the San Francisco Police Department, in the Proposed Amendment to the Class Specification for Q-80 Captain, Police Department. (File No. 0227-10-1) – Discussion and Possible Action Item

May 17, 2010: Directed the Executive Officer to place on the Agenda of the next meeting and requested DHR and SFPD staff to provide a briefing.

Recommendation: Open for discussion.

SEPARATION AGENDA

SPECIAL ATTENTION – APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (12) Determination of future employability: Dismissal of permanent civil service appointment of James Ross, Fare Collector (Job Code 9110) with the Municipal Transportation Agency. (File No. 0092-09-7) – Action Item

May 3, 2010: Postpone to the meeting of June 7, 2010 at the request of Charles Davis, Attorney.

Recommendation: Cancel any current examination and eligibility status; No future employment with the San Francisco Municipal Transportation Agency.

- (13) **Determination of future employability: Dismissal of permanent civil service appointment of Rodney Green, Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (File No. 0325-09-7) – Action Item**

Recommendation: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside City and County service; No future employment with the San Francisco Municipal Transportation Agency.

- (14) **Determination of future employability: Dismissal of permanent civil service appointment of Thomas Jefferson, Jr., Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (File No. 0553-09-7) – Action Item**

Recommendation: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse.

- (15) **Determination of future employability: Dismissal of permanent civil service appointment of James B. Wettstein, Supervising Parts Storekeeper (Job Code 1937) with the Municipal Transportation Agency. (File No. 0352-09-7) – Action Item**

Recommendation: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

- (16) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**
- (17) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (18) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting June 7, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:14 p.m.

ROLL CALL

President Morgan R. Gorrondo	Present
Vice President E. Dennis Normandy	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Not Present (Notified absence)

President Morgan R. Gorrondo presided.

APPROVAL OF MINUTES

Regular Meeting of May 17, 2010

Action: Approve. (Vote of 3 to 0)

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Civil Service Commission Meeting Minutes

Regular Meeting of June 7, 2010

0224-10-1 ELECTION OF OFFICERS (Item No. 4)

Action: Commissioner E. Dennis Normandy was elected President for the term of office ending May 31, 2011. (Vote of 3 to 0)
Commissioner Donald A. Casper was elected Vice President for the term of office ending May 31, 2011. (Vote of 3 to 0)

0225-10-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4142-09/10	Health Service System	\$156,000	Administer the Medical and Dependent Care Flexible Spending Account programs for eligible City and County of San Francisco employees. Services include maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.	Regular	06/30/11
4143-09/10	Health Service System	\$112,000	Administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	Regular	06/30/11
4144-09/10	Health Service System	\$107,735	Administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System. Services include providing required initial COBRA notice, enrolling eligible individuals, and conducting open enrollment for COBRA enrollees.	Regular	06/30/11
4145-09/10	Municipal Transportation Agency	\$600,000	The SFMTA needs to procure the services of a qualified and experienced contractor to complete comprehensive environmental review with a focus on transportation impacts for the SFMTA's Transit Effectiveness Project (TEP), and prepare and publish its findings as required by the California Environmental Quality Act (CEQA), and National Environmental Policy Act (NEPA) if required.	Regular	01/31/13
4146-09/10	Public Works	\$2,500,000	The Consultant will provide as-needed environmental monitoring and oversight services for the San Francisco General Hospital (SFGH) Rebuild Project (SFGHRP) in support of the construction activities involving the abatement of asbestos, lead, and other hazardous materials, naturally-occurring asbestos in soils, soil characterization and profiling, and other hazardous materials. Conduct daily air quality monitoring during all earthmoving activities (trenching and mass excavation) during construction activities to comply with the Bay Area Air Quality Management District's (BAAQMD) Asbestos Dust Monitoring Plan (ADMP) for the project. The Consultant shall also provide as-needed industrial hygiene and other environmental services.	Regular	12/31/16

Civil Service Commission Meeting Minutes

Regular Meeting of June 7, 2010

4147-09/10	Mayor	\$400,000	Contractor will customize their proprietary software known as the Total Grants Solution (TGS) to add housing development process and data tracking functionality. The TGS system is a technology solution that meets the City's strategy of collecting and managing data for the Federal Department of Housing and Urban Development (HUD) grant programs including the Community Development Block (CDBG), and Emergency Shelter Grants (ESG.) The solution is the primary tool MOH uses to ensure programmatic and fiscal compliance and accountability while providing a direct and immediate link between the City and its grantees that allows for the tracking of programmatic outcomes and clients served as well as the ability of the grantee to invoice the City for contractual services rendered. Finally, the system incorporates the audit requirements of local, state and federal funding sources.	Regular	06/30/12
4148-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Health	\$2,000,000	The contractor (State of California) will coordinate and provide genetic testing services on blood samples taken from newborn babies from San Francisco General Hospital, in accordance with State law	Regular	06/30/20
4149-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Health	\$1,250,000	Assistance to and training of Department Information Technology staff in the installation and building of an ambulatory Electronic Medical Record (EMR) system for San Francisco General Hospital and DPH community-based primary care and specialty clinics. Technical support to the Department's IT staff upon live activation of the new system. Please note that the amount shown above is a current best estimate of the value of only the professional services required, not software	Regular	06/30/15
4150-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Health	\$136,000,000	Culturally appropriate mental health and substance abuse services for children, youth, and their families will be provided by multiple contractors, which together form a System of Care to address the broad continuum of needs and illnesses presented by these clients. Services will include mental health assessment, therapy, collateral and wraparound services, community-based violence and trauma recovery services, community-based day treatment services, residentially-based day treatment services, intensive/day rehabilitative services, primary and secondary substance abuse prevention services, therapeutic behavioral services, therapeutic visitation services, and targeted case management.	Regular	06/30/15
4151-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Health	\$150,074,786	Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time.	Regular	06/30/15
4152-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Health	\$18,595,931	Contractors will provide integrated full-service behavioral health outpatient services (Mental Health and Substance Abuse Services) for older-adult clients living in the catchment areas 2, 4 and 5 (Western Addition/area bounded by Geary-Gough-Market-Stanyan/Marina/Presidio, North of Market/Tenderloin/South of Market and Richmond and Sunset Districts.)	Regular	06/30/15

Civil Service Commission Meeting Minutes

Regular Meeting of June 7, 2010

4153-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Health	\$112,083,205	Contractor will provide services to adult clients living in a residential setting who otherwise would be at risk of hospitalization or other institutional placement if they were not in a residential treatment program. The contractor will provide crisis residential programs, transitional residential treatment programs, Institute for Mental Disease (IMD) alternative programs, and an Urgent Care Center consisting of a crisis stabilization/urgent care clinic with an attached short-term crisis residential program. Institute for Mental Disease alternative programs target adults returning from long-term care settings back to the community or who are at risk for institutional placement due to the severity of their psychiatric disorder.	Regular	06/30/15
4154-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Health	\$111,292,513	Contractor will provide substance abuse residential programs. The program will include a 24/7 comprehensive assessment, case management, counseling, skill building and support services to individuals with substance abuse disorders. The program includes Pomeroy House Perinatal Treatment, Residential Family, Women's Harm Reduction Overnight/Partial Day, Women's HIV, MH, Harm Reduction Transitional Residential, Ryan White Pt A, HIV Residential, Adult Residential & Overnight/Partial Day, Women's Residential Social Detoxification, Bed Social Detox, Homeless Specialty, HIV Women's Residential Social Detoxification, Residential Medical Detoxification, MHSA Dual Diagnosis Residential Treatment, Redwood Center Residential Treatment for High-Utilizers of Multiple Systems, HIV Residential Medical Detoxification and Proposition 36 Residential Treatment.	Regular	06/30/15
4155-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Health	\$42,988,294	Contractor and partner agencies will work together to provide supportive housing services to homeless adults and transitional age youths with serious mental illness in San Francisco. The housing support services will include comprehensive on-site mental health prevention, primary care, and rehabilitative treatment services to reduce chronic homelessness in San Francisco.	Regular	06/30/15
4156-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Health	\$57,351,750	Contractors will provide community based mental health and substance abuse prevention and treatment, primary care and life enhancement programs for adults and transition age youths who are homeless or face mental health and substance abuse issues and their families in San Francisco. The programs will include mental health emergency crisis/vocational and rehabilitation services, peer and intern employment, peer-based wellness and recovery services, substance abuse education and training/HIV intervention/primary prevention, secondary prevention and ancillary services, short-term intensive care management-hospital discharge service	Regular	06/30/15
4157-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Health	\$17,360,000	Contractors will provide San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), DPH's, Primary Care clinics and Health At Home program a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements.	Regular	06/30/15

Civil Service Commission Meeting Minutes

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4158-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Health	\$84,000	Contractor will provide phlebotomy services during the phlebotomy service schedule at Behavioral Health Clinics and laboratory specimen courier services when necessary.	Regular	06/30/15
4159-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Health	\$150,000	Contractor will provide comprehensive vision care services including preventive eye exams, eye care services and diagnostic referrals for patients at the DPH's Southeast Health Center once a week during the operation hour from 8 am to 5 pm.	Regular	06/30/15
4160-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Health	\$29,543,220	The PEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train providers to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.	Regular	06/30/15
4161-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Health	\$10,804,713	Contractors will provide an array of prevention services, programs and projects for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco's populations, especially in low income neighborhoods. The primary methodologies will be community action and organization, outreach, health education, wellness activities and education, community support/capacity building, and training/technical assistance for contractors, and other services as needed.	Regular	06/30/13
4162-09/10 <i>Postpone to meeting of 6/21/10</i>	Public Health	\$7,274,562	The WDET project will develop and maintain a culturally competent mental health workforce through training and technical assistance, mental health career pathway programs and internship programs. The project is community based to diversify the mental health workforce by encouraging consumers and their families to pursue public health careers because they are uniquely qualified. The WDET project will recruit consumers to public health careers at various levels from entry level certification to licensed and managerial positions. Programs include the Summer Bridge Program, Peer Specialist Mental Health Certificate Program, the Mental Health Certificate Program and Supportive Services for Consumers Enrolled in Public Universities or Private Colleges.	Regular	06/30/15
1010-07/08	Health Service System	Increase Amount \$535,275 New Amount \$2,450,495	Will provide health benefit plan actuarial and consulting services as required by City Charter. Services include developing rates; performing prospective review and analysis of rates against actual experience; conducting studies of alternative health-care plans; calculating of Trust Fund reserves; developing modeling, reporting and tracking systems; conducting audits and consulting with HSS staff	Modification	06/30/11

Civil Service Commission Meeting Minutes

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4165-07/08	General Services Agency	Increase Amount \$351,700 New Amount \$695,700	Will provide a software license for their proprietary web based electronic certified payroll reporting system hosted on contractor's secure server. The Office of Labor Standards Enforcement (OLSE) desires to exercise its option to extend a contract with the vendor to provide a software license (subscription to their services) for their web based electronic proprietary certified payroll reporting system hosted on their secured server. The system verifies pay rates or flags and communicates potential violations. Vendor will provide training to City contractors and approximately 30 City employees on use of the system.	Modification	06/30/12
4058-09/10	Emergency Management	Increase Amount \$100,000 New Amount \$300,000	Provide services to develop a training & exercise course program as part of joint project between Bay Area UASI & Los Angeles/Long Beach UASI. The advance EOC course will train emergency management mutual aid personnel to coordinate response support following large catastrophic disasters. The Bay Area UASI needs to extend the contract term to 3/31/2011 and increase the amount with Willdan to provide for additional testing of the training program, and to provide for pilot training courses.	Modification	03/31/11
4096-05/06	Public Health	Increase Amount \$750,000 New Amount \$1,310,000	Will provide intermittent, as-needed, on-call, mobile blood filtration (therapeutic apheresis) services. Therapeutic apheresis is a procedure in which the patient's blood is collected using automated FDA approved devices, separated into its components (RBCs, WBCs, Platelets and/or plasma) and filtered. The suspected pathologic component is discarded, and the remaining components are returned to the patient along with replacement fluids. Auto transfusion services are used in an effort to reduce allogeneic (blood from a donor) blood transfusion. It is indicated in a variety of surgical procedures whenever major blood loss is anticipated and it is the only acceptable method of transfusion for Jehovah's Witnesses patients because blood remains in continuity within the autotransfusion circuit.	Modification	06/30/14

Speakers:

Catherine Dodd, Health Service System spoke on PSC #s 4142-09/10 through 4144-09/10.

Joe Brenner, IFPTE Local 21 and Jacquie Hale, Department of Public Health spoke on PSC #s 4150-09/10 through 4153-09/10; 4156-09/10; 4160-09/10 and 4161-09/10.

Gregory Cross, SEIU Local 1021 requested to sever PSC # 4158-09/10.

Dustin White, Municipal Transportation Agency, Adele Scott, SEIU Local 1021 and Mary Ng, Department of Human Resources spoke on PSC #4145-09/10.

Ging Louie, IFPTE Local 21 spoke on PSC #4146-09/10.

Action:

- (1) Postpone PSC #s 4148-09/10 through 4162-09/10 to the meeting of June 21, 2010. (Vote of 3 to 0)
- (2) Adopt the report; Approve requests for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0226-10-7 Request by Christiana Amaechi to remove the ban on her future employment with the Department of Public Health. (Item No. 6)

Speakers: Elaine Lee, Department of Human Resources

Action: Adopt the staff report. Approve removal of employment restriction banning Christiana Amaechi from working at the Department of Public Health. (Vote of 3 to 0)

0211-10-5 Rule Amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department; specifically, Rule 213 – Certification of Eligibles – Police Department. (Item No. 7)

December 7, 2009: Post for Meet and Confer.

March 15, 2010: No disclosure of any or all discussions held in closed session.

April 19, 2010: No disclosure of any or all discussions held in closed session.

May 17, 2010: Postpone to the meeting of June 7, 2010. Directed the Executive Officer to provide a synopsis of previous discussions on this matter.

Speakers: None.

Action: Postpone to the meeting of June 21, 2010 at the request of the Department of Human Resources. (Vote of 3 to 0)

0212-10-3 Annual Certification of Benefits of Elected Officials (Including Members of the Board of Supervisors) for Fiscal Year 2010-11 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (Item No. 8)

May 17, 2010: Postpone to the meeting of June 7, 2010.

Speakers: Anita Sanchez, Executive Officer
Micki Callahan, Human Resources Director

Action: Adopt the report; Certify the benefits of elected officials (including members of the Board of Supervisors) for Fiscal Year 2010-11 in accordance with Charter Section A8.409-1; Continue the same level of benefits as those of covered Management employees in the Unrepresented Employees Ordinance in effect on July 1, 2010 for Fiscal Year 2010-11. (Vote of 3 to 0)

- 0213-10-3 **Annual Adjustment (2nd Year of 5-Year Cycle) of Salary of Member, Board of Supervisors in accordance with Civil Service Commission Action of May 4, 2009; and, Salaries (4th Year of 5-Year Cycle) of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) in accordance with Charter Section A8.409-1 for Fiscal Year 2010-11. (Item No. 9)**
- May 17, 2010: Postpone to the meeting of June 7, 2010.
- Speakers: Anita Sanchez, Executive Officer
- Action: Adopt the report; Due to a 2.6% CPI-U change, salaries of the elected officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer-Tax Collector, and Sheriff) are increased 2.6%, in accordance with Charter Section A8.409-1 and the salary of members of the Board of Supervisors is increased 2.6%, in accordance with Commission Action of May 4, 2009 for Fiscal Year 2010-11.
(Vote of 3 to 0)
- 0214-10-3 **Consideration of Reduction of Salary of Member, Board of Supervisors pursuant to Charter Section 2.100 and Salaries of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) pursuant to Charter Section A8.409-1 for Fiscal Year 2010-11. (Item No. 10)**
- May 17, 2010: Postpone to the meeting of June 7, 2010.
- Speakers: Anita Sanchez, Executive Officer
- Action: Continue to the meeting of June 21, 2010. (Vote of 3 to 0)
- 0227-10-1 **Report on changing the minimum qualifications from three years to one year served as a permanent Q-60 Lieutenant in the San Francisco Police Department, in the Proposed Amendment to the Class Specification for Q-80 Captain, Police Department. (Item No. 11)**
- May 17, 2010: Directed the Executive Officer to place on the Agenda of the next meeting and requested DHR and SFPD staff to provide a briefing.
- Speakers: Steve Ponder, Department of Human Resources
Saru Cowan, Department of Human Resources
Cathy Abela, Department of Human Resources
- Action: Continue to the meeting of June 21, 2010 with a written report to be submitted by the Department of Human Resources.
(Vote of 3 to 0)

0092-09-7 **Determination of future employability: Dismissal of permanent civil service appointment of James Ross, Fare Collector (Job Code 9110) with the Municipal Transportation Agency. (Item No. 12)**

May 3, 2010: Postpone to the meeting of June 7, 2010 at the request of Charles Davis, Attorney.

Speakers: Ericka Mitchell, Municipal Transportation Agency
Charles Davis, Attorney

Action: Continue to the meeting of August 16, 2010 at the request of Charles Davis, Attorney. (Vote of 3 to 0)

0325-09-7 **Determination of future employability: Dismissal of permanent civil service appointment of Rodney Green, Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (Item No. 13)**

Speakers: Ericka Mitchell, Municipal Transportation Agency
Rodney Green, Appellant

Action: Continue to a meeting mutually agreeable to all parties and when Mr. Green's attorney can be present. (Vote of 3 to 0)

0553-09-7 **Determination of future employability: Dismissal of permanent civil service appointment of Thomas Jefferson, Jr., Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (Item No. 14)**

Speakers: Cynthia Hamada, Municipal Transportation Agency
Thomas Jefferson, Jr., Appellant

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse. (Vote of 3 to 0)

0352-09-7 **Determination of future employability: Dismissal of permanent civil service appointment of James B. Wettstein, Supervising Parts Storekeeper (Job Code 1937) with the Municipal Transportation Agency. (Item No. 15)**

Speakers: None.

Action: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 3 to 0) Appeal withdrawn by appellant.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 16)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 17)

None.

ADJOURNMENT (Item No. 18)

4:13 p.m.

At the request of President Morgan R. Gorrone, the meeting is adjourned in memory of Jane Warner, San Francisco Patrol Special Police Officer who passed away on May 8, 2010.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
June 21, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
DOCUMENTS DEPT

JUN 15 2010

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of June 21, 2010

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 21, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Donald A. Casper
Commissioner Morgan R. Gorrone
Commissioner Mary Y. Jung

(2) APPROVAL OF MINUTES – Action Item

Regular Meeting of June 7, 2010

Recommendation: Approve.

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(4) Review of request for approval of proposed personal services contracts.
(File No. 0209-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4140-09/10	Public Utilities Commission	\$95,000	Provide home energy audits and marketing services for energy efficiency and water conservation, utilizing staff members hired through a workforce development program. The goal is to perform a minimum of 250 audits on San Francisco properties in order to assist property owners and residents in conserving water and electricity.	Regular	06/30/11

May 17, 2010:

Postpone PSC #4140-09/10 to the meeting of June 21, 2010 at the request of the Public Utilities Commission.

Recommendation:

Adopt report; Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0225-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4148-09/10	Public Health	\$2,000,000	The contractor (State of California) will coordinate and provide genetic testing services on blood samples taken from newborn babies from San Francisco General Hospital, in accordance with State law	Regular	06/30/20
4149-09/10	Public Health	\$1,250,000	Assistance to and training of Department Information Technology staff in the installation and building of an ambulatory Electronic Medical Record (EMR) system for San Francisco General Hospital and DPH community-based primary care and specialty clinics. Technical support to the Department's IT staff upon live activation of the new system. Please note that the amount shown above is a current best estimate of the value of only the professional services required, not software	Regular	06/30/15

Civil Service Commission Meeting Agenda

Regular Meeting of June 21, 2010

4150-09/10	Public Health	\$136,000,000	Culturally appropriate mental health and substance abuse services for children, youth, and their families will be provided by multiple contractors, which together form a System of Care to address the broad continuum of needs and illnesses presented by these clients. Services will include mental health assessment, therapy, collateral and wraparound services, community-based violence and trauma recovery services, community-based day treatment services, residentially-based day treatment services, intensive/day rehabilitative services, primary and secondary substance abuse prevention services, therapeutic behavioral services, therapeutic visitation services, and targeted case management.	Regular	06/30/15
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4152-09/10	Public Health	\$18,595,931	Contractors will provide integrated full-service behavioral health outpatient services (Mental Health and Substance Abuse Services) for older-adult clients living in the catchment areas 2, 4 and 5 (Western Addition/area bounded by Geary-Gough-Market-Stanyan/Marina/Presidio, North of Market/Tenderloin/South of Market and Richmond and Sunset Districts.)	Regular	06/30/15
4153-09/10	Public Health	\$112,083,205	Contractor will provide services to adult clients living in a residential setting who otherwise would be at risk of hospitalization or other institutional placement if they were not in a residential treatment program. The contractor will provide crisis residential programs, transitional residential treatment programs, Institute for Mental Disease (IMD) alternative programs, and an Urgent Care Center consisting of a crisis stabilization/urgent care clinic with an attached short-term crisis residential program. Institute for Mental Disease alternative programs target adults returning from long-term care settings back to the community or who are at risk for institutional placement due to the severity of their psychiatric disorder.	Regular	06/30/15
4154-09/10	Public Health	\$111,292,513	Contractor will provide substance abuse residential programs. The program will include a 24/7 comprehensive assessment, case management, counseling, skill building and support services to individuals with substance abuse disorders. The program includes Pomeroy House Perinatal Treatment, Residential Family, Women's Harm Reduction Overnight/Partial Day, Women's HIV, MH, Harm Reduction Transitional Residential, Ryan White Pt A, HIV Residential, Adult Residential & Overnight/Partial Day, Women's Residential Social Detoxification, Bed Social Detox, Homeless Specialty, HIV Women's Residential Social Detoxification, Residential Medical Detoxification, MHSA Dual Diagnosis Residential Treatment, Redwood Center Residential Treatment for High-Utilizers of Multiple Systems, HIV Residential Medical Detoxification and Proposition 36 Residential Treatment.	Regular	06/30/15

Civil Service Commission Meeting Agenda

Regular Meeting of June 21, 2010

4155-09/10	Public Health	\$42,988,294	Contractor and partner agencies will work together to provide supportive housing services to homeless adults and transitional age youths with serious mental illness in San Francisco. The housing support services will include comprehensive on-site mental health prevention, primary care, and rehabilitative treatment services to reduce chronic homelessness in San Francisco.	Regular	06/30/15
4156-09/10	Public Health	\$57,351,750	Contractors will provide community based mental health and substance abuse prevention and treatment, primary care and life enhancement programs for adults and transition age youths who are homeless or face mental health and substance abuse issues and their families in San Francisco. The programs will include mental health emergency crisis/vocational and rehabilitation services, peer and intern employment, peer-based wellness and recovery services, substance abuse education and training/HIV intervention/primary prevention, secondary prevention and ancillary services, short-term intensive care management-hospital discharge service	Regular	06/30/15
4157-09/10	Public Health	\$17,360,000	Contractors will provide San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), DPH's Primary Care clinics and Health At Home program a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements.	Regular	06/30/15
4158-09/10	Public Health	\$84,000	Contractor will provide phlebotomy services during the phlebotomy service schedule at Behavioral Health Clinics and laboratory specimen courier services when necessary.	Regular	06/30/15
4159-09/10	Public Health	\$150,000	Contractor will provide comprehensive vision care services including preventive eye exams, eye care services and diagnostic referrals for patients at the DPH's Southeast Health Center once a week during the operation hour from 8 am to 5 pm.	Regular	06/30/15
4160-09/10	Public Health	\$29,543,220	The PEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train providers to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.	Regular	06/30/15

Civil Service Commission Meeting Agenda

Regular Meeting of June 21, 2010

4161-09/10	Public Health	\$10,804,713	Contractors will provide an array of prevention services, programs and projects for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco's populations, especially in low income neighborhoods. The primary methodologies will be community action and organization, outreach, health education, wellness activities and education, community support/capacity building, and training/technical assistance for contractors, and other services as needed.	Regular	06/30/13
4162-09/10	Public Health	\$7,274,562	The WDET project will develop and maintain a culturally competent mental health workforce through training and technical assistance, mental health career pathway programs and internship programs. The project is community based to diversify the mental health workforce by encouraging consumers and their families to pursue public health careers because they are uniquely qualified. The WDET project will recruit consumers to public health careers at various levels from entry level certification to licensed and managerial positions. Programs include the Summer Bridge Program, Peer Specialist Mental Health Certificate Program, the Mental Health Certificate Program and Supportive Services for Consumers Enrolled in Public Universities or Private Colleges.	Regular	06/30/15

June 7, 2010:

Postpone PSC #s 4148-09/10 through 4162-09/10 to the meeting of June 21, 2010.

Recommendation:

Adopt report; Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

(6) Review of request for approval of proposed personal services contracts. (File No. 0239-10-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4163-09/10	Human Rights Commission	\$850,000	The City's Bonding and Financial Assistance Program (S.F. Admin Code, Chapter 14B) provides guarantees to private bonding companies and financial institutions to induce those entities to provide bonding and financing to eligible HRC-certified contractors bidding on City public works and construction contracts. HRC seeks a contractor to administer this program and provide training and technical assistance to eligible contractors, including bond application assistance and assistance in developing financial statements and pre-bond surety profiles. Additional services include coordinating guarantee requests to the City, and maintaining records on the use and effectiveness of the program.	Regular	09/30/13
4164-09/10	Police	\$1,500,000	The Controlled Substances Testing that the SFPD is requesting for contract consists of testing substances seized from suspects during arrests. Evidence must be tested and confirmed as narcotics, as well as weighed in order to determine the types of charges and penalties associated with the possession of the controlled substance. Substances are tested through chemical and scientific processes.	Regular	06/30/13

Civil Service Commission Meeting Agenda

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4165-09/10	Police	\$2,000,000	The DNA Testing that the SFPD is requesting for contract consists of extracting and testing samples of DNA-containing substances. The substance must be identified, confirmed as a DNA-containing substance, extracted, and DNA strains and markers identified. Substances are tested through chemical and scientific processes. The cases that would be sent out for contract are those that current staffing has been unable to address. This will be an interim solution until new staff are recruited and trained.	Regular	06/30/12
4166-09/10	Municipal Transportation Agency	\$200,000	The contractor will provide support services for the Automatic Passenger Counting (APC) System including system repairs, monitoring, and applications development specific to transit. The APC system is a proprietary technology specialized for decision making in the management of the City's public transit system. This will require equipment and software maintenance support services in order to realize the performance of the APC System for its design life.	Regular	06/30/12
4167-09/10	Public Health	\$1,750,000	Provide software programming and implementation support to DPH IT staff for application systems included in the Siemens Medical Services Invision products. The Invision system is the foundation of Patient Registration, Scheduling, Billing and Clinical records for DPH patient care services in Acute Care, Primary Care and Long Term Care. These systems require enhancement and functional expansion periodically due to evolving program needs. It is also anticipated that additional service needs will arise to complete systems requirements for State and Federal patient care reimbursement regulations and direct patient care clinical services. The requested support services will also provide in-depth technical and system training for DPH information technology, clinical and administrative staff for on-going support and utilization of these systems. In addition, the Contractor will also provide Web-based remote data processing capabilities for healthcare data exchange required to link all provider sites and provide integrated clinical, demographic, and financial information across the Community Health Network system of the Department of Public Health. This applies only to the professional services portion of the agreement.	Regular	06/30/17

Civil Service Commission Meeting Agenda

Regular Meeting of June 21, 2010

4168-09/10	Public Health	\$50,000,000	In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: 1) assists in eligibility and enrollment functions; 2) manages participant fee billing and collection; 3) receives utilization data and develops utilization reports; 4) communicates program information to participants; 5) handles external communications and outreach activities; 6) conducts provider network development and communication; 7) ensures reimbursement to non-DPH health care providers in network; 8) manages participation of employers and employees; 9) coordinates chronic care management/ health promotion services; 10) oversees customer service, and 11) provides other administrative functions.	Regular	06/30/12
4169-09/10	Public Health	\$2,087,410	Contractors will conduct a variety of MHSA Training Institutes in Workforce Development, Education and Training (WDET) and Prevention and Early Intervention (PEI) that support and build the capacity of behavioral health clinic staff and programs, consumers in and out of the workplace and their family members. These training activities focus on prevention, intervention, cultural competency, workplace culture, on the collaborative care model and evidence-based practices and assessments. WDET Training Projects include Family Support via Family Friendly Practices in the Workplace; Crisis Intervention for Consumers in the Workplace; Integration of and Professional Development of Consumers; Community Violence and Community Based Cultural Sensitivity Trainings. PEI Projects include Older Adult Behavioral Health Screening and Response Project and the Early Intervention and Recovery for Young People with Early Psychosis Project.	Regular	06/30/15
4170-09/10	Public Health	\$4,687,228	The work will be performed by at least three contractors, and will include: 1) administrative services for the San Francisco Mental Health Board (under the California Welfare and Institution Code (each county is required to have a Mental Health Board to provide input from the stakeholders in the community mental health system); 2) advocacy for mental health services clients/consumers, including receipt and investigation of complaints of patients' rights violations, monitoring of mental health facilities for compliance with patients' rights laws regulations and policies, and outreach, education and training for mental health staff and other stakeholders regarding patients' rights; and 3) 24-hour mental health crisis and suicide intervention, telephone triage, counseling, referrals and other services as needed.	Regular	06/30/15

Civil Service Commission Meeting Agenda

Regular Meeting of June 21, 2010

4171-09/10	Public Utilities Commission	\$100,000	The consultant will gather existing conditions information regarding city-wide cobra head street lights via person to person interviews, they will field survey with a Geographic Positioning System (GPS) unit the locations of all city-wide cobra head street lights, and then they will convert and edit the GPS data into Geographic Information Systems (GIS) format. We estimate that there are 1000+ street lights that need to be located.	Regular	07/30/12
4021-07/08	General Services Agency	Increase Amount \$35,588 New Amount \$581,588	Will develop and implement an employee outreach and education program on the City's labor laws. Primary activities are: community outreach program employee workshops and trainings and counseling and referral services. Through this modification, OLSE seeks enhanced implementation of the employee outreach and education program on the City's labor laws. The program will continue to be conducted in as many languages as possible with a particular emphasis on disadvantaged and minority communities.	Modification	01/31/11
4019-09/10	Emergency Management	Increase Amount \$72,499 New Amount \$217,499	Will develop a list of the Bay Area UASI region's most important and critical infrastructure assets, identify potential vulnerabilities, perform a customized Risk Analysis on the identified data, and draft a risk assessment report. The modification amends the approved contract to provide for an additional hub-based capabilities assessment and risk analysis for four (4) Bay Area planning hubs.	Modification	06/30/12

Recommendation:

Adopt report; Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Rule Amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department; specifically, Rule 213 – Certification of Eligibles – Police Department. (File No. 0211-10-5) – Action Item

December 7, 2009: Post for Meet and Confer.

March 15, 2010: No disclosure of any or all discussions held in closed session.

April 19, 2010: No disclosure of any or all discussions held in closed session.

June 7, 2010: Postpone to the meeting of June 21, 2010 at the request of the Department of Human Resources.

Recommendation: Direct the Executive Officer to post the proposed amendments to Civil Service Commission Rule 213 – Certification of Eligibles – Police Department (dated May 17, 2010) for adoption at the Regular Meeting of the Civil Service Commission on Monday, July 19, 2010.

- (8) Consideration of Reduction of Salary of Member, Board of Supervisors pursuant to Charter Section 2.100 and Salaries of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) pursuant to Charter Section A8.409-1 for Fiscal Year 2010-11. (File No. 0214-10-3) – Action Item

May 17, 2010: Postpone to the meeting of June 7, 2010.

June 7, 2010: Postpone to the meeting of June 21, 2010.

Recommendation: Open for discussion.

- (9) Report on changing the minimum qualifications from three years to one year served as a permanent Q-60 Lieutenant in the San Francisco Police Department, in the Proposed Amendment to the Class Specification for Q-80 Captain, Police Department. (File No. 0227-10-1) – Discussion and Possible Action Item

May 17, 2010: Directed the Executive Officer to place on the Agenda of the next meeting and requested DHR and SFPD staff to provide a briefing.

June 7, 2010: Continue to the meeting of June 21, 2010 with a written report to be submitted by the Department of Human Resources.

Recommendation: Postpone to the meeting of July 19, 2010 at the request of the Department of Human Resources.

- (10) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

- (11) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

- (12) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting June 21, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:08 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrone	Not Present (Notified absence)
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

APPROVAL OF MINUTES

Regular Meeting of June 7, 2010

Action: Approve as amended. (Vote of 3 to 0)

ANNOUNCEMENTS

The Executive Officer announced that due to the 4th of July Holiday, there will only be one meeting in July which will be held on July 19, 2010.

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Civil Service Commission Meeting Minutes

Regular Meeting of June 21, 2010

0209-10-8

Review of request for approval of proposed personal services contract.
(Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4140-09/10	Public Utilities Commission	\$95,000	Provide home energy audits and marketing services for energy efficiency and water conservation, utilizing staff members hired through a workforce development program. The goal is to perform a minimum of 250 audits on San Francisco properties in order to assist property owners and residents in conserving water and electricity.	Regular	06/30/11

May 17, 2010: Postpone PSC #4140-09/10 to the meeting of June 21, 2010 at the request of the Public Utilities Commission.

Speakers: Pauson Yun, Public Utilities Commission

Action: Adopt the report; Approve request for approval of proposed personal services contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0225-10-8

Review of request for approval of proposed personal services contracts.
(Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4148-09/10	Public Health	\$2,000,000	The contractor (State of California) will coordinate and provide genetic testing services on blood samples taken from newborn babies from San Francisco General Hospital, in accordance with State law.	Regular	06/30/20
4149-09/10	Public Health	\$1,250,000	Assistance to and training of Department Information Technology staff in the installation and building of an ambulatory Electronic Medical Record (EMR) system for San Francisco General Hospital and DPH community-based primary care and specialty clinics. Technical support to the Department's IT staff upon live activation of the new system. Please note that the amount shown above is a current best estimate of the value of only the professional services required, not software.	Regular	06/30/15
4150-09/10	Public Health	\$136,000,000	Culturally appropriate mental health and substance abuse services for children, youth, and their families will be provided by multiple contractors, which together form a System of Care to address the broad continuum of needs and illnesses presented by these clients. Services will include mental health assessment, therapy, collateral and wraparound services, community-based violence and trauma recovery services, community-based day treatment services, residentially-based day treatment services, intensive/day rehabilitative services, primary and secondary substance abuse prevention services, therapeutic behavioral services, therapeutic visitation services, and targeted case management.	Regular	06/30/15

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4151-09/10	Public Health	\$150,074,786	Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time.	Regular	06/30/15
4152-09/10	Public Health	\$18,595,931	Contractors will provide integrated full-service behavioral health outpatient services (Mental Health and Substance Abuse Services) for older-adult clients living in the catchment areas 2, 4 and 5 (Western Addition/area bounded by Geary-Gough-Market-Stanyan/Marina/Presidio, North of Market/Tenderloin/South of Market and Richmond and Sunset Districts.)	Regular	06/30/15
4153-09/10	Public Health	\$112,083,205	Contractor will provide services to adult clients living in a residential setting who otherwise would be at risk of hospitalization or other institutional placement if they were not in a residential treatment program. The contractor will provide crisis residential programs, transitional residential treatment programs, Institute for Mental Disease (IMD) alternative programs, and an Urgent Care Center consisting of a crisis stabilization/urgent care clinic with an attached short-term crisis residential program. Institute for Mental Disease alternative programs target adults returning from long-term care settings back to the community or who are at risk for institutional placement due to the severity of their psychiatric disorder.	Regular	06/30/15
4154-09/10	Public Health	\$111,292,513	Contractor will provide substance abuse residential programs. The program will include a 24/7 comprehensive assessment, case management, counseling, skill building and support services to individuals with substance abuse disorders. The program includes Pomeroy House Perinatal Treatment, Residential Family, Women's Harm Reduction Overnight/Partial Day, Women's HIV, MH, Harm Reduction Transitional Residential, Ryan White Pt A, HIV Residential, Adult Residential & Overnight/Partial Day, Women's Residential Social Detoxification, Bcd Social Detox, Homeless Specialty, HIV Women's Residential Social Detoxification, Residential Medical Detoxification, MHSA Dual Diagnosis Residential Treatment, Redwood Center Residential Treatment for High-Utilizers of Multiple Systems, HIV Residential Medical Detoxification and Proposition 36 Residential Treatment.	Regular	06/30/15
4155-09/10	Public Health	\$42,988,294	Contractor and partner agencies will work together to provide supportive housing services to homeless adults and transitional age youths with serious mental illness in San Francisco. The housing support services will include comprehensive on-site mental health prevention, primary care, and rehabilitative treatment services to reduce chronic homelessness in San Francisco.	Regular	06/30/15

Civil Service Commission Meeting Minutes

Regular Meeting of June 21, 2010

4156-09/10	Public Health	\$57,351,750	Contractors will provide community based mental health and substance abuse prevention and treatment, primary care and life enhancement programs for adults and transition age youths who are homeless or face mental health and substance abuse issues and their families in San Francisco. The programs will include mental health emergency crisis/vocational and rehabilitation services, peer and intern employment, peer-based wellness and recovery services, substance abuse education and training/HIV intervention/primary prevention, secondary prevention and ancillary services, short-term intensive care management-hospital discharge service.	Regular	06/30/15
4157-09/10	Public Health	\$17,360,000	Contractors will provide San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), DPH's Primary Care clinics and Health At Home program a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements.	Regular	06/30/15
4158-09/10	Public Health	\$84,000	Contractor will provide phlebotomy services during the phlebotomy service schedule at Behavioral Health Clinics and laboratory specimen courier services when necessary.	Regular	06/30/12
4159-09/10	Public Health	\$150,000	Contractor will provide comprehensive vision care services including preventive eye exams, eye care services and diagnostic referrals for patients at the DPH's Southeast Health Center once a week during the operation hour from 8 am to 5 pm.	Regular	06/30/15
4160-09/10	Public Health	\$29,543,220	The PEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train providers to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.	Regular	06/30/15
4161-09/10	Public Health	\$10,804,713	Contractors will provide an array of prevention services, programs and projects for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco's populations, especially in low income neighborhoods. The primary methodologies will be community action and organization, outreach, health education, wellness activities and education, community support/capacity building, and training/technical assistance for contractors, and other services as needed.	Regular	06/30/13

Civil Service Commission Meeting Minutes

Regular Meeting of June 21, 2010

4162-09/10	Public Health	\$7,274,562	The WDET project will develop and maintain a culturally competent mental health workforce through training and technical assistance, mental health career pathway programs and internship programs. The project is community based to diversify the mental health workforce by encouraging consumers and their families to pursue public health careers because they are uniquely qualified. The WDET project will recruit consumers to public health careers at various levels from entry level certification to licensed and managerial positions. Programs include the Summer Bridge Program, Peer Specialist Mental Health Certificate Program, the Mental Health Certificate Program and Supportive Services for Consumers Enrolled in Public Universities or Private Colleges.	Regular	06/30/15
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June 7, 2010: Postpone PSC #s 4148-09/10 through 4162-09/10 to the meeting of June 21, 2010.

Speakers: Jacquie Hale and Sai-Ling Chan-Sew, Department of Public Health and Joe Brenner, IFPTE Local 21 spoke on PSC #s 4150-09/10 through 4153-09/10; 4156-09/10; 4160-09/10 and 4161-09/10.
Joe Brenner, IFPTE Local 21 spoke on PSC #4155-09/10.
Leslie Dubbin, Department of Public Health spoke on PSC #4157-09/10.
Jacquie Hale and Gloria Wilder, Department of Public Health and Gregory Cross, SEIU Local 1021 spoke on PSC #4158-09/10.

Action: (1) Adopt the report; Approve request for approval of PSC #s 4150-09/10 through 4153-09/10; 4156-09/10; 4160-09/10; and 4161-09/10 on the condition that the Department of Public Health make every reasonable effort to create requisitions for those 2819 Assistant Health Educators laid off in 2009 and other Local 21 represented positions that are subject to reduction or layoff; and that the Department of Public Health report every six (6) months to the Civil Service Commission on its progress in meeting this condition. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0225-10-8 (continued)

- (2) Adopt the report; Approve request for approval of PSC #4155-09/10 on the condition that 1) the Department of Public Health will meet with IFPTE Local 21 to discuss and evaluate whether and to what extent work to be performed in this PSC is work which could be performed by Real Property Managers; 2) If at the conclusion of these discussions, it turns out that work in this PSC is not work which could be performed by Real Property Managers, then the matter is closed; 3) If at the conclusion of these discussions, it turns out that work in this PSC is work which could be performed by Real Property Managers, then the Department of Public Health and Local 21 will endeavor to utilize CCSF Real Property Managers to perform this work, and make appropriate modifications to the contract(s) in the PSC accordingly. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
- (3) Adopt the report; Approve request for approval of PSC #4158-09/10 for a duration of two years, to June 30, 2012. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
- (4) Adopt the report; Approve request for approval of all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

**0239-10-8 Review of request for approval of proposed personal services contracts.
(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4163-09/10	Human Rights Commission	\$850,000	The City's Bonding and Financial Assistance Program (S.F. Admin Code, Chapter 14B) provides guarantees to private bonding companies and financial institutions to induce those entities to provide bonding and financing to eligible HRC-certified contractors bidding on City public works and construction contracts. HRC seeks a contractor to administer this program and provide training and technical assistance to eligible contractors, including bond application assistance and assistance in developing financial statements and pre-bond surety profiles. Additional services include coordinating guarantee requests to the City, and maintaining records on the use and effectiveness of the program.	Regular	09/30/13
4164-09/10	Police	\$1,500,000	The Controlled Substances Testing that the SFPD is requesting for contract consists of testing substances seized from suspects during arrests. Evidence must be tested and confirmed as narcotics, as well as weighed in order to determine the types of charges and penalties associated with the possession of the controlled substance. Substances are tested through chemical and scientific processes.	Regular	06/30/13

Civil Service Commission Meeting Minutes

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4165-09/10	Police	\$2,000,000	The DNA Testing that the SFPD is requesting for contract consists of extracting and testing samples of DNA-containing substances. The substance must be identified, confirmed as a DNA-containing substance, extracted, and DNA strains and markers identified. Substances are tested through chemical and scientific processes. The cases that would be sent out for contract are those that current staffing has been unable to address. This will be an interim solution until new staff are recruited and trained.	Regular	06/30/12
4166-09/10	Municipal Transportation Agency	\$200,000	The contractor will provide support services for the Automatic Passenger Counting (APC) System including system repairs, monitoring, and applications development specific to transit. The APC system is a proprietary technology specialized for decision making in the management of the City's public transit system. This will require equipment and software maintenance support services in order to realize the performance of the APC System for its design life.	Regular	06/30/12
4167-09/10	Public Health	\$1,750,000	Provide software programming and implementation support to DPH IT staff for application systems included in the Siemens Medical Services Invision products. The Invision system is the foundation of Patient Registration, Scheduling, Billing and Clinical records for DPH patient care services in Acute Care, Primary Care and Long Term Care. These systems require enhancement and functional expansion periodically due to evolving program needs. It is also anticipated that additional service needs will arise to complete systems requirements for State and Federal patient care reimbursement regulations and direct patient care clinical services. The requested support services will also provide in-depth technical and system training for DPH information technology, clinical and administrative staff for on-going support and utilization of these systems. In addition, the Contractor will also provide Web-based remote data processing capabilities for healthcare data exchange required to link all provider sites and provide integrated clinical, demographic, and financial information across the Community Health Network system of the Department of Public Health. This applies only to the professional services portion of the agreement.	Regular	06/30/17

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4168-09/10	Public Health	\$50,000,000	In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: 1) assists in eligibility and enrollment functions; 2) manages participant fee billing and collection; 3) receives utilization data and develops utilization reports; 4) communicates program information to participants; 5) handles external communications and outreach activities; 6) conducts provider network development and communication; 7) ensures reimbursement to non-DPH health care providers in network; 8) manages participation of employers and employees; 9) coordinates chronic care management/health promotion services; 10) oversees customer service, and 11) provides other administrative functions.	Regular	06/30/12
4169-09/10	Public Health	\$2,087,410	Contractors will conduct a variety of MHSA Training Institutes in Workforce Development, Education and Training (WDET) and Prevention and Early Intervention (PEI) that support and build the capacity of behavioral health clinic staff and programs, consumers in and out of the workplace and their family members. These training activities focus on prevention, intervention, cultural competency, workplace culture, on the collaborative care model and evidence-based practices and assessments. WDET Training Projects include Family Support via Family Friendly Practices in the Workplace; Crisis Intervention for Consumers in the Workplace; Integration of and Professional Development of Consumers; Community Violence and Community Based Cultural Sensitivity Trainings. PEI Projects include Older Adult Behavioral Health Screening and Response Project and the Early Intervention and Recovery for Young People with Early Psychosis Project.	Regular	06/30/15
4170-09/10	Public Health	\$4,687,228	The work will be performed by at least three contractors, and will include: 1) administrative services for the San Francisco Mental Health Board (under the California Welfare and Institution Code (each county is required to have a Mental Health Board to provide input from the stakeholders in the community mental health system); 2) advocacy for mental health services clients/consumers, including receipt and investigation of complaints of patients' rights violations, monitoring of mental health facilities for compliance with patients' rights laws regulations and policies, and outreach, education and training for mental health staff and other stakeholders regarding patients' rights; and 3) 24-hour mental health crisis and suicide intervention, telephone triage, counseling, referrals and other services as needed.	Regular	06/30/15

Civil Service Commission Meeting Minutes

Regular Meeting of June 21, 2010

4171-09/10	Public Utilities Commission	\$100,000	The consultant will gather existing conditions information regarding city-wide cobra head street lights via person to person interviews, they will field survey with a Geographic Positioning System (GPS) unit the locations of all city-wide cobra head street lights, and then they will convert and edit the GPS data into Geographic Information Systems (GIS) format. We estimate that there are 1000+ street lights that need to be located.	Regular	07/30/12
4021-07/08	General Services Agency	Increase Amount \$35,588 New Amount \$581,588	Will develop and implement an employee outreach and education program on the City's labor laws. Primary activities are: community outreach program employee workshops and trainings and counseling and referral services. Through this modification, OLSE seeks enhanced implementation of the employee outreach and education program on the City's labor laws. The program will continue to be conducted in as many languages as possible with a particular emphasis on disadvantaged and minority communities.	Modification	01/31/11
4019-09/10	Emergency Management	Increase Amount \$72,499 New Amount \$217,499	Will develop a list of the Bay Area UASI region's most important and critical infrastructure assets, identify potential vulnerabilities, perform a customized Risk Analysis on the identified data, and draft a risk assessment report. The modification amends the approved contract to provide for an additional hub-based capabilities assessment and risk analysis for four (4) Bay Area planning hubs.	Modification	06/30/12

Speakers:

Alaric Degrafinried, Human Rights Commission spoke on PSC #4163-09/10.

Captain Greg McEachern and Alice Villagomez, San Francisco Police Department and Joe Brenner and Kim Carter, IFPTE Local 21 spoke on PSC #s 4164-09/10 and 4165-09/10.

Pauson Yun, Mary Tienken and Carol Isen, Public Utilities Commission and Ging Louie, IFPTE Local 21 spoke on PSC #4171-09/10.

Joan Lubamersky and Donna Leavitt, General Services Agency spoke on PSC #4021-07/08.

Action:

- (1) The Commission took no action, without prejudice on PSC #4164-09/10 and is postponed to a meeting following the Board of Supervisors' Proposition J determination, if needed. (Vote of 3 to 0)
- (2) Adopt the report; Approve request for proposed personal services contract #4165-09/10 on the condition that 1) the processing through normal hiring procedures of additional criminalists to perform DNA testing work in the Police Department's crime lab move forward; 2) the Police Department and IFPTE Local 21 discuss the long range plans for DNA testing in the Police Department's crime lab; and, 3) both parties report back to the Commission every six (6) months during the term of the DNA testing contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0239-10-8 (continued)

- (3) Adopt the report; Approve request for approval of all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

Note: Commissioner Donald A. Casper noted that his reason for voting for approval of PSC #4021-07/08 is because the purpose for which the work will be contracted out justifies its exemption from the civil service provisions of the Charter. However, in his opinion, the Board of Supervisors does not have the authority to exempt by ordinance any work from the civil service provisions of the Charter.

0211-10-5 **Rule Amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department; specifically, Rule 213 – Certification of Eligibles – Police Department. (Item No. 7)**

December 7, 2009: Post for Meet and Confer.

March 15, 2010: No disclosure of any or all discussions held in closed session.

April 19, 2010: No disclosure of any or all discussions held in closed session.

June 7, 2010: Postpone to the meeting of June 21, 2010 at the request of the Department of Human Resources.

Speakers: Anita Sanchez, Executive Officer, Civil Service Commission
John Kraus, Department of Human Resources

Action: Continue to the meeting of July 19, 2010, preceded by a closed session Special Meeting. (Vote of 3 to 0)

0214-10-3 **Consideration of Reduction of Salary of Member, Board of Supervisors pursuant to Charter Section 2.100 and Salaries of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) pursuant to Charter Section A8.409-1 for Fiscal Year 2010–11. (Item No. 8)**

May 17, 2010: Postpone to the meeting of June 7, 2010.

June 7, 2010: Postpone to the meeting of June 21, 2010.

Speakers: Anita Sanchez, Executive Officer, Civil Service Commission
Micki Callahan, Human Resources Director
Mary Hao, Department of Human Resources

0214-10-3 (continued)

Action: Adopt the Department of Human Resources–Employee Relations Director report, *Overview of Fiscal Year 2010-11 Labor Concessions*; Use the *corrected* weighted average of 4.62% in wage concessions made by employee organizations; Reduce 4.62% the salaries for Member, Board of Supervisors and Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer and Sheriff) for Fiscal Year 2010-11 covering the period July 1, 2010 to June 30, 2011; and, Transmit to the Controller (Vote of 3 to 0)

0227-10-1 **Report on changing the minimum qualifications from three years to one year served as a permanent Q-60 Lieutenant in the San Francisco Police Department, in the Proposed Amendment to the Class Specification for Q-80 Captain, Police Department. (Item No. 9)**

May 17, 2010: Directed the Executive Officer to place on the Agenda of the next meeting and requested DHR and SFPD staff to provide a briefing.

June 7, 2010: Continue to the meeting of June 21, 2010 with a written report to be submitted by the Department of Human Resources.

Action: Postpone to the meeting of July 19, 2010 at the request of the Department of Human Resources. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 12)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

President E. Dennis Normandy requested that the Executive Officer prepare resolutions thanking Commissioner Joy A. Boatwright and preceding President Morgan R. Gorrondo for their service to the Commission.

He further requested that we standardize the Agenda format for our meetings to include public comment as a matter of standard course and that comment will be on matters within the jurisdiction of the Commission but not on the Agenda for that day's meeting.

President Normandy directed the Executive Officer to make sure that unless specifically directed by a Commissioner that public testimony be limited to three minutes and the timer be put into effect and that any subsequent comments after the three minute period be limited to one minute. Upon any specific request by a Commissioner, that time may be extended.

He also suggested that when the public comes before the Commission to request that an item be severed on the Ratification Agenda, some justification be given for the record.

Paul Zarefsky, Deputy City Attorney suggested that there be an Agenda item at a future meeting that covers all of these items as an update on the Commission's meeting procedures.

ADJOURNMENT (Item No. 14)

4:59 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Agenda and Notice of Special Meeting – Closed Session

Monday, July 19, 2010

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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- I. Call to Order and Roll Call.
- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
- III. Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6. (ACTION ITEM)
- IV. CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6

Commission Negotiator: Anita Sanchez, Executive Officer
Organization: San Francisco Police Officers Association
Anticipated issue under negotiation: Certification Rule for promotions applicable to the Uniformed Ranks of the Police Department – Volume II – Rule 213.
- V. Reconvene in open session:
 - 1) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)
 - 2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) and San Francisco Administrative Code Section 67.12(b).
- VI. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.

Posted 07/13/10

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
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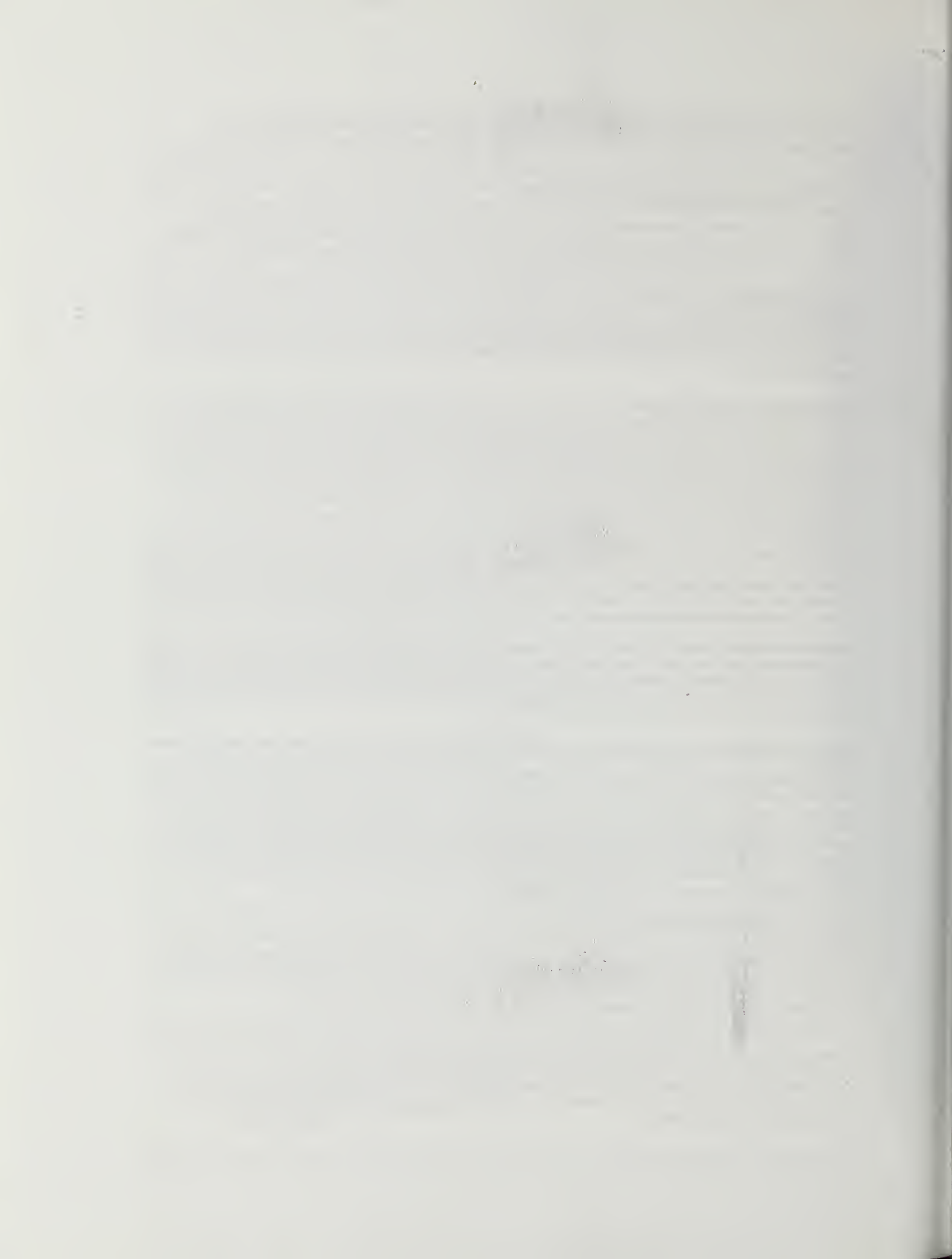
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Minutes of Special Meeting – Closed Session

Monday, July 19, 2010
1:00 p.m.

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E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

- I. The Special Meeting was called to order at 1:33 p.m.
- Present: President E. Dennis Normandy
Vice President Donald A. Casper
Commissioner Morgan R. Gorrone
- Not Present: Commissioner Mary Y. Jung (Not Present – Notified Absence)
- President E. Dennis Normandy presided.
- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
- None.
- III. Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6. (ACTION ITEM)
- Action: The Commission voted to conduct a closed session. (Vote of 3 to 0)
- IV. CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM)
San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6 (DISCUSSION AND POSSIBLE ACTION ITEM)
Commission Negotiator: Anita Sanchez, Executive Officer
Organization: San Francisco Police Officers Association
Anticipated issue under negotiation: Certification Rule for promotions applicable to the Uniformed Ranks of the Police Department – Volume II – Rule 213.
- Closed Session started at 1:35 p.m. in City Hall, Room 400 and the following were present:
- E. Dennis Normandy, President, CSC
Donald A. Casper, Vice President, CSC
Morgan R. Gorrone, Commissioner
Anita Sanchez, Executive Officer, CSC
Micki Callahan, Human Resources Director (Arrived at 1:44 p.m.)
Paul Zarefsky, Deputy City Attorney
John Kraus, Department of Human Resources
Jennifer Johnston, Department of Human Resources
Lizzette Henríquez, Civil Service Commission
- Closed Session ended at 1:55 p.m.
- V. Reconvened in Open Session at 1:57 p.m.
- 1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12 (a))
- Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 3 to 0)
- VI. Adjournment
- 1:58 p.m.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
July 19, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATION AGENDA

RATIFICATION AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of July 19, 2010

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 19, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Donald A. Casper
Commissioner Morgan R. Gorrone
Commissioner Mary Y. Jung

(2) APPROVAL OF MINUTES – Action Item

Regular Meeting of June 21, 2010

Recommendation: Approve.

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

COMMENDATION AGENDA

- (4) Commendation for Patricia M. Pendergast, Principal Personnel Analyst, upon her retirement after 41 years of service to the City & County of San Francisco. (File No. 0251-10-1) – Action Item

Recommendation: Adopt.

- (5) Commendation for Robert B. Sanchelli, Director of Training, upon his retirement after 31 years of service to the City & County of San Francisco. (File No. 0252-10-1) – Action Item

Recommendation: Adopt.

- (6) Presentation of Appreciation to Commissioner Morgan R. Gorrone for his leadership as President of the Civil Service Commission from June 2, 2009 to June 7, 2010. (File No. 0255-10-1) – Action Item

Recommendation: Adopt.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0239-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4164-09/10	Police	\$1,500,000	The Controlled Substances Testing that the SFPD is requesting for contract consists of testing substances seized from suspects during arrests. Evidence must be tested and confirmed as narcotics, as well as weighed in order to determine the types of charges and penalties associated with the possession of the controlled substance. Substances are tested through chemical and scientific processes.	Regular	06/30/13

June 21, 2010:

The Commission took no action, without prejudice on PSC #4164-09/10 and is postponed to a meeting following the Board of Supervisors' Proposition J determination, if needed.

Recommendation:

Adopt the report; Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

**(8) Review of request for approval of proposed personal services contracts.
(File No. 0253-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-10/11	Fire	\$150,000	Perform maintenance and repair of apparatus doors, controls, and motors at fire facilities as necessary. Provider must be available to perform maintenance and repair 24 hours per day, seven days per week and must be able to respond within a 2-hour window.	Regular	06/30/13
4001-10/11	Fire	\$150,000	Perform maintenance and repair of high pressure compressors at SFPD facilities as necessary, as well as mandatory State and Federal testing of systems.	Regular	06/30/13
4002-10/11	Public Health	\$67,117	This shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles travelling to the SFGH campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild Environmental Impact Report's Environmental Mitigation Measures. The goal of this project is to reduce motor vehicle emissions.	Regular	07/30/11

Civil Service Commission Meeting Agenda

Regular Meeting of July 19, 2010

4003-10/11	Public Health	\$825,000	Selected contractor(s) will provide same day or expedited (second day) local and out-of-state specimen, regular and after hours package delivery services for Department of Public Health. Pickups will include end of day lab deliveries from multiple sites. End of day pickups require multiple pickups in a short period of time at various clinic locations. Contractor will service all DPH facilities as requested by the Department. Primary users within DPH are San Francisco General Hospital, Laguna Honda Hospital, primary clinics, and the Public Health Laboratory.	Regular	08/31/15
4004-10/11	Public Health	\$200,000	The contractor will pick up and store the bodies of deceased residents of Laguna Honda Hospital (LHH) until the family of the deceased or the State makes arrangements for final disposition. This is needed until a new morgue is built to replace the current morgue, which is expected by approximately two years.	Regular	09/30/12
4005-10/11	Fire	\$60,000	Perform maintenance and repair of all Fire Department gas-powered tools, as necessary.	Regular	06/30/13
4006-10/11	Public Works	\$9,000,000	The Inspector of Record (IOR) will be providing inspection services in support of the construction of the new hospital at San Francisco General Hospital (SFGH) Medical Center (also known as the SFGH Rebuild Project). The role of the IOR is to provide competent and continuous inspection of all phases of the hospital construction process for the SFGH Rebuild Project, allowing the Office of Statewide Health and Planning Development (OSHPD) staff to efficiently monitor the construction process, and assuring that the work is being done in accordance with OSHPD approved plans and applicable codes. An IOR must record all construction activities that occur on site and is responsible for verifying such items such as seismic anchorage and equipment, the bracing of all mechanical, plumbing, and electrical piping and conduits are installed in accordance with the approved documents and installation procedures. The IOR also oversees all inspections and witnesses all sets performed by outside inspectors. As part of the inspection team and as the liaison between the Owner (City), the Architect, and OSHPD, the IOR observes and reports the results of each inspection to all responsible parties. IORs must first be certified by OSHPD to perform the duties of an IOR and MUST be approved by the Architect of Record and OSHPD. The supplemental IORs awarded under this PSC will be working under the direction of the Lead IOR (currently being provided through PSC#4087-07/08-Executive Construction Management Professional Services Contract) and the SFGH Rebuild Project Program Manager. The City intends to issue multiple separate contracts, with each contract having a not-to-exceed contract amount.	Regular	12/31/16
4007-10/11	Public Utilities Commission	\$1,234,050	Work consists of engineering and design services for a 3,000 foot long, 11.5-ft. diameter sewer tunnel in the southeast section of San Francisco.	Regular	08/01/12

Civil Service Commission Meeting Agenda

Regular Meeting of July 19, 2010

4008-10/11	Public Utilities Commission	\$100,000	SFPUC is seeking an expert to provide technical advisory and review services for the New Irvington Tunnel project in specified fields related to construction of tunnels and associated structures/facilities, including but not limited to, tunnel construction and cost estimate, seismology and engineering geology. This expert will advise SFPUC on technical and strategic approach of the project and assist the SFPUC project team in making critical project decisions, during construction.	Regular	12/31/14
4009-10/11	Public Utilities Commission	\$65,000	Design, permit, supply, install and commission a fully integrated and operational solar PV system at the MUNI Ways & Structures Facility (700 Pennsylvania Avenue) with a total array size of 127kW or larger, installed on the facility's roof. This PSC seeks approval for the value of the design and engineering services.	Regular	06/30/11
4010-10/11	General Services Agency	\$600,000	Contractor will: (a) Work collaboratively with the City to meet the unique needs of day laborers by increasing their access to work and vital social services and increasing their skill levels through educational opportunities, (b) Provide employers and prospective employers of day laborers with information and education to promote positive working relationships, (c) Serve as a liaison to address community tensions related to the presence of day laborers in the neighborhood by being accessible to local community members, merchants and concerned residents, and (d) Participate with city, community neighborhood and other organizations to recommend potential improvements/changes in program operations and services.	Regular	06/30/14
4011-10/11	Airport	\$100,000	Issuing and Paying Agent Services are required for the Airport's Commercial Paper (CP) Program (paper sold for immediate cash needs). Under the Commission's Master Subordinate (No.97-0146) and First Supplemental (No. 97-0147 and as amended and restated by No. 09-0088) Resolution, the Issuing and Paying Agent is required to establish and maintain the funds and accounts relating to the CP Program. As an issuing and paying agent, the firm will facilitate the settling of commercial paper by carrying out the exchanges between issuer, investor, and dealer required to transfer commercial paper for funds. The CP program allows the Airport to borrow money for financing Airport projects such as terminal renovation projects, airfield and runway improvements, noise programs to insulate homes, and various facility maintenance projects.	Regular	07/31/15
4012-10/11	Fire	\$150,000	Perform maintenance and repair of forced air heating systems and ventilation and air conditioning systems at SFPD facilities, as necessary. Provider must be able to perform maintenance and repair 24 hours per day, seven days per week and must be a certified technician for Carrier and Data Aire equipment.	Regular	06/30/13
4013-10/11	Fire	\$300,000	Perform monthly designated operator inspections, annual monitoring certifications, spill buckets testing, triennial secondary containment testing, and general maintenance and repair work on fuel tanks as necessary. Provider must be available to perform maintenance and repair 24 hours per day, seven days per week.	Regular	06/30/13
4014-10/11	Fire	\$60,000	Perform maintenance and repair of stoves, ovens, refrigerators and related controls at fire facilities as necessary. Provider must be available to perform maintenance and repair within the same day.	Regular	06/30/13

Civil Service Commission Meeting Agenda

Regular Meeting of July 19, 2010

4015-10/11	Environment	\$1,500,000	To conduct specialized technical assistance for City departments, multi-family buildings, businesses and institutions to develop and implement customized waste reduction, reuse, recycling and composting programs to meet the City's waste diversion goals. Technical assistance will include on-site waste audits and assessment, hands-on manager and staff/tenant multi-lingual training, logistics set-up and implementation assistance, follow-up monitoring, troubleshooting, data collection and evaluation.	Regular	06/30/14
4010-08/09	Fire	Increase Amount \$50,000 New Amount \$200,000	Will perform maintenance and repair of Telescopic doors, controls, and motors at fire facilities as necessary. Provider must be available to perform maintenance and repairs 24 hours per day, and seven days per week, and must be certified by the manufacturer to repair these types of doors.	Modification	06/30/13
4030-05/06	Human Resources	Increase Amount \$0 New Amount \$8,000,000	Will provide a range of managed care and medical cost containment services for the Workers' Comp. Division, including medical bill review and repricing, Preferred Provider Organization (PPO) administration, utilization review, and case management.	Modification	10/31/10
4122-07/08	Municipal Transportation Agency	Increase Amount \$600,000 New Amount \$930,696	Continue to make corrections of Fourth Dimension Traffic (D4) software errors, defects, and malfunctions in the software; perform maintenance on traffic signal cabinet/controller testing software to minimize malfunction in the field. Continue to maintain and upgrade D4 Traffic Signal Software to provide transit priority and emergency preemption throughout the City, including cable car locations, and prepare signal-timing cards for various intersections, including integration of 2070 Controllers. Continue to ensure communication between the Transportation Management Center (TMC) and the traffic signals in the field, to ensure integration of D4 software with central software system. Continue to provide technical expertise to Sfgo to ensure that the TMC communicates with Caltrans, Muni Central Control, and other transit networks; and provide support services to software end users.	Modification	03/30/14
4087-06/07	Public Utilities Commission	Increase Amount \$1,175,000 New Amount \$3,378,501	Original contract provided alternative analyses and conceptual design of various seismic retrofit schemes of the reservoir concrete roof structure, detailed design of the selected scheme, construction drawings and specification for bid and award, and engineering support during construction. In this modification, additional funding is for the completion of design work and engineering support during constructions. This project is part of Water System Improvement Program (WSIP).	Modification	01/01/14
4163-06/07	Department of Technology	Increase Amount \$106,350 New Amount \$206,350	Host internet video streaming of SFGTV, the San Francisco Governmental Channel, cable channel 26, 24/7. Provide monthly usage reports. Host and store up to one year's archive of video on the internet for the Board of Supervisors meetings, City commission meetings, Mayor's press conferences, State of the City Address and others, as necessary. Provide software to index meeting according to agenda items and link documents to streaming video. Provide software to include caption with video streaming content.	Modification	06/30/14

Civil Service Commission Meeting Agenda

Regular Meeting of July 19, 2010

4138-06/07	Public Health	Increase Amount \$0 New Amount \$5,000,000	Contractors will perform environmental and facility assessments, provide project support/oversight, and survey customers who utilize the services at the Community Health Network (CNN) and healthcare providers such as doctors, nurses and administrators) in order to fulfill accreditation and licensing requirements specific to healthcare facilities, and in preparation for replacement or renovation building plans. Contractors will act as consultants with expertise specific to healthcare in one or more of the following: healthcare programs and/or systems, safety management, emergency preparedness, life safety, facility planning, mechanical systems, emergency power systems, environmental control (automation) systems, information systems, hazardous materials management, utility management and security management. With regard to emergency preparedness and security management, the implementation of a medical helipads necessary in order for San Francisco General Hospital (SFGH) to be a complete trauma center. Contractors will share findings with staff; assist in the implementation of changes needed to reduce risks; evaluate the impact of change on both Department staff and clients.	Modi- fication	06/30/15
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Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Rule Amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department; specifically, Rule 213 – Certification of Eligibles – Police Department. (File No. 0211-10-5) – Action Item

December 7, 2009: Post for Meet and Confer.

March 15, 2010: No disclosure of any or all discussions held in closed session.

April 19, 2010: No disclosure of any or all discussions held in closed session.

June 7, 2010: Postpone to the meeting of June 21, 2010 at the request of the Department of Human Resources.

June 21, 2010: Continue to the meeting of July 19, 2010, preceded by a closed session Special Meeting.

Recommendation: Open for discussion OR Direct the Executive Officer to post the proposed amendments to Civil Service Commission Rule 213 – Certification of Eligibles – Police Department (dated May 17, 2010) for adoption at the Regular Meeting of the Civil Service Commission on Monday, August 2, 2010.

- (10) **Report on changing the minimum qualifications from three years to one year served as a permanent Q-60 Lieutenant in the San Francisco Police Department, in the Proposed Amendment to the Class Specification for Q-80 Captain, Police Department.**
(File No. 0227-10-1) – Discussion and Possible Action Item

May 17, 2010: Directed the Executive Officer to place on the Agenda of the next meeting and requested DHR and SFPD staff to provide a briefing.

June 7, 2010: Continue to the meeting of June 21, 2010 with a written report to be submitted by the Department of Human Resources.

June 21, 2010: Postpone to the meeting of July 19, 2010 at the request of the Department of Human Resources.

Recommendation: Open for discussion.

- (11) **Authorization for entry-level permanent civil service appointment by the San Francisco Fire Department of Civilian Federal Firefighters displaced by the closure of the Fire Department at the Presidio of San Francisco pursuant to California Government Code Section 53270.** (File No. 0254-10-1) – Discussion and Possible Action Item

Recommendation: Adopt the staff report. Authorize entry-level permanent civil service appointment of Civilian Federal Firefighters hired by the San Francisco Fire Department following displacement by the closure of the Fire Department at the Presidio of San Francisco consistent with California Government Code Section 53270. Notify the Board of Supervisors and the San Francisco Fire Department.

- (12) **Appeal by Stephen Kloster of the Human Resources Director's determination of insufficient evidence to support his claim of harassment and disparate treatment discrimination.** (File No. 0553-09-6) – Action Item

March 1, 2010: Postpone to the meeting of March 15, 2010.

March 15, 2010: Continue to a Special meeting after May 11, 2010. The Executive Officer to make arrangements to schedule the Special meeting based on the availability of all parties and City Hall hearing rooms.

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Stephen Kloster.

POTENTIAL CLOSED SESSION

Note: This item is being noticed as a potential closed session to preserve the Commission's option to go into closed session during the hearing of the item if for reasons of privacy it is appropriate to do so. Noticing this item as a potential closed session does not necessarily mean the Commission will go into closed session during its hearing of the item.

File No. 0553-09-6 (continued)

- A. Public comment on the potential closed session.
- B. Vote on whether to hold closed session pursuant to San Francisco Administrative Code 67.10 (b), California Government Code Section 54957 (b), federal and state laws governing medical privacy, including but not limited to Article I, Section 1, California Constitution **(Action Item)**
- C. Reconvene in open session
 - 1) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) **(Action Item)**
 - 2) Disclosure of action taken in closed session.

(13) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(14) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(15) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES Regular Meeting July 19, 2010

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:05 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrone	Present
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

APPROVAL OF MINUTES

Regular Meeting of June 21, 2010

Action: Approve. (Vote of 4 to 0)

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E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONE
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Civil Service Commission Meeting Minutes

Regular Meeting of July 19, 2010

0251-10-1 Commendation for Patricia M. Pendergast, Principal Personnel Analyst, upon her retirement after 41 years of service to the City & County of San Francisco. (Item No. 4)

Speakers: Vice President Donald A. Casper

Action: Adopt. (Vote of 4 to 0)

0252-10-1 Commendation for Robert B. Sanchelli, Director of Training, upon his retirement after 31 years of service to the City & County of San Francisco. (Item No. 5)

Speakers: Vice President Donald A. Casper

Action: Adopt. (Vote of 4 to 0)

0255-10-1 Presentation of Appreciation to Commissioner Morgan R. Gorrone for his leadership as President of the Civil Service Commission from June 2, 2009 to June 7, 2010. (Item No. 6)

Speakers: President E. Dennis Normandy

Action: Adopt. (Vote of 4 to 0)

0239-10-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4164-09/10	Police	\$1,500,000	The Controlled Substances Testing that the SFPD is requesting for contract consists of testing substances seized from suspects during arrests. Evidence must be tested and confirmed as narcotics, as well as weighed in order to determine the types of charges and penalties associated with the possession of the controlled substance. Substances are tested through chemical and scientific processes.	Regular	06/30/12

June 21, 2010: The Commission took no action, without prejudice on PSC #4164-09/10 and is postponed to a meeting following the Board of Supervisors' Proposition J determination, if needed.

Speakers: Joe Brenner, IFPTE Local 21
Alice Villagomez, San Francisco Police Department
Kim Carter, IFPTE Local 21

Action: Adopt the report; Approve request for proposed personal services contract on the conditions of the mutual agreement reached by SFPD and Local 21, namely: 1) The Proposition J currently before the Board of Supervisors for Narcotics Testing will be withdrawn (it was withdrawn on June 30, 2010); 2) The duration of the contract be modified to a two (2) year term

0239-10-8 (continued)

through June 30, 2012 and after six (6) months, the San Francisco Police Department (SFPD) will meet and confer with IFPTE Local 21 over an additional six months to one (1) year PSC, if needed; 3) No current staff will be displaced as a result of the PSC; 4) After six (6) months, the SFPD will report to the Civil Service Commission on the status of increasing the SFPD's internal capacity to perform drug testing; 5) The Crime Lab should remain in current location for FY2010-2011, making anticipated short-term fixes for defects and deficiencies; 6) Over the next year, the SFPD will explore and discuss options for relocation of the Crime Lab, including gathering more data to assess the best approach for housing the crime lab. The SFPD will consider existing physical sites which may be retrofitted to house the Crime Lab, or building a new facility, and reviewing cost and financing options and invite input from Local 21; and 7) Within thirty (30) days, SFPD will begin to meet with Local 21 to discuss Crime Lab staffing and workload issues. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0253-10-8 Review of request for approval of proposed personal services contracts.
(Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-10/11	Fire	\$150,000	Perform maintenance and repair of apparatus doors, controls, and motors at fire facilities as necessary. Provider must be available to perform maintenance and repair 24 hours per day, seven days per week and must be able to respond within a 2-hour window.	Regular	06/30/13
4001-10/11	Fire	\$150,000	Perform maintenance and repair of high pressure compressors at SFPD facilities as necessary, as well as mandatory State and Federal testing of systems.	Regular	06/30/13
4002-10/11	Public Health	\$67,117	This shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles travelling to the SFGH campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild Environmental Impact Report's Environmental Mitigation Measures. The goal of this project is to reduce motor vehicle emissions.	Regular	07/30/11
4003-10/11	Public Health	\$825,000	Selected contractor(s) will provide same day or expedited (second day) local and out-of-state specimen, regular and after hours package delivery services for Department of Public Health. Pickups will include end of day lab deliveries from multiple sites. End of day pickups require multiple pickups in a short period of time at various clinic locations. Contractor will service all DPH facilities as requested by the Department. Primary users within DPH are San Francisco General Hospital, Laguna Honda Hospital, primary clinics, and the Public Health Laboratory.	Regular	08/31/15

Civil Service Commission Meeting Minutes

Regular Meeting of July 19, 2010

4004-10/11	Public Health	\$200,000	The contractor will pick up and store the bodies of deceased residents of Laguna Honda Hospital (LHH) until the family of the deceased or the State makes arrangements for final disposition. This is needed until a new morgue is built to replace the current morgue, which is expected by approximately two years.	Regular	09/30/12
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4006-10/11	Public Works	\$9,000,000	The Inspector of Record (IOR) will be providing inspection services in support of the construction of the new hospital at San Francisco General Hospital (SFGH) Medical Center (also known as the SFGH Rebuild Project). The role of the IOR is to provide competent and continuous inspection of all phases of the hospital construction process for the SFGH Rebuild Project, allowing the Office of Statewide Health and Planning Development (OSHPD) staff to efficiently monitor the construction process, and assuring that the work is being done in accordance with OSHPD approved plans and applicable codes. An IOR must record all construction activities that occur on site and is responsible for verifying such items such as seismic anchorage and equipment, the bracing of all mechanical, plumbing, and electrical piping and conduits are installed in accordance with the approved documents and installation procedures. The IOR also oversees all inspections and witnesses all sets performed by outside inspectors. As part of the inspection team and as the liaison between the Owner (City), the Architect, and OSHPD, the IOR observes and reports the results of each inspection to all responsible parties. IORs must first be certified by OSHPD to perform the duties of an IOR and MUST be approved by the Architect of Record and OSHPD. The supplemental IORs awarded under this PSC will be working under the direction of the Lead IOR (currently being provided through PSC#4087-07/08-Executive Construction Management Professional Services Contract) and the SFGH Rebuild Project Program Manager. The City intends to issue multiple separate contracts, with each contract having a not-to-exceed contract amount.	Regular	12/31/16
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4008-10/11	Public Utilities Commission	\$100,000	SFPUC is seeking an expert to provide technical advisory and review services for the New Irvington Tunnel project in specified fields related to construction of tunnels and associated structures/facilities, including but not limited to, tunnel construction and cost estimate, seismology and engineering geology. This expert will advise SFPUC on technical and strategic approach of the project and assist the SFPUC project team in making critical project decisions, during construction.	Regular	12/31/14
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Civil Service Commission Meeting Minutes

Regular Meeting of July 19, 2010

4010-10/11	General Services Agency	\$500,000	Contractor will: (a) Work collaboratively with the City to meet the unique needs of day laborers by increasing their access to work and vital social services and increasing their skill levels through educational opportunities, (b) Provide employers and prospective employers of day laborers with information and education to promote positive working relationships, (c) Serve as a liaison to address community tensions related to the presence of day laborers in the neighborhood by being accessible to local community members, merchants and concerned residents, and (d) Participate with city, community neighborhood and other organizations to recommend potential improvements/changes in program operations and services.	Regular	06/30/15
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Civil Service Commission Meeting Minutes

Regular Meeting of July 19, 2010

4030-05/06	Human Resources	Increase Amount \$0 New Amount \$8,000,000	Will provide a range of managed care and medical cost containment services for the Workers' Comp. Division, including medical bill review and repricing, Preferred Provider Organization (PPO) administration, utilization review, and case management.	Modification	10/31/10
4122-07/08	Municipal Transportation Agency	Increase Amount \$600,000 New Amount \$930,696	Continue to make corrections of Fourth Dimension Traffic (D4) software errors, defects, and malfunctions in the software; perform maintenance on traffic signal cabinet/controller testing software to minimize malfunction in the field. Continue to maintain and upgrade D4 Traffic Signal Software to provide transit priority and emergency preemption throughout the City, including cable car locations, and prepare signal-timing cards for various intersections, including integration of 2070 Controllers. Continue to ensure communication between the Transportation Management Center (TMC) and the traffic signals in the field, to ensure integration of D4 software with central software system. Continue to provide technical expertise to Sfgo to ensure that the TMC communicates with Caltrans, Muni Central Control, and other transit networks; and provide support services to software end users.	Modification	03/30/14
4087-06/07	Public Utilities Commission	Increase Amount \$1,175,000 New Amount \$3,378,501	Original contract provided alternative analyses and conceptual design of various seismic retrofit schemes of the reservoir concrete roof structure, detailed design of the selected scheme, construction drawings and specification for bid and award, and engineering support during construction. In this modification, additional funding is for the completion of design work and engineering support during constructions. This project is part of Water System Improvement Program (WSIP).	Modification	01/01/14
4163-06/07	Department of Technology	Increase Amount \$106,350 New Amount \$206,350	Host internet video streaming of SFGTV, the San Francisco Governmental Channel, cable channel 26, 24/7. Provide monthly usage reports. Host and store up to one year's archive of video on the internet for the Board of Supervisors meetings, City commission meetings, Mayor's press conferences, State of the City Address and others, as necessary. Provide software to index meeting according to agenda items and link documents to streaming video. Provide software to include caption with video streaming content.	Modification	06/30/14

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Speakers:

Assistant Deputy Chief Michael Thompson, San Francisco Fire Department spoke on PSC #s 4000-10/11; 4005-10/11; 4012-10/11; and 4010-08/09.

Gregory Cross, SEIU Local 1021, Jacquie Hale and Roland Pickins, Department of Public Health spoke on PSC #4003-10/11.

David Scott and Lori Mitchell, Public Utilities Commission spoke on PSC #4009-10/11.

Adrienne Pon, General Services Agency spoke on PSC #4010-10/11.

Mark Westlund, Department of the Environment spoke on PSC #4015-10/11.

Saed Toloui, Public Utilities Commission spoke on PSC #4087-06/07.

Action:

- (1) Adopt the report; Approve request for PSC #4003-10/11 on the condition that one year from July 19, 2010, the Department of Public Health apprise the Commission of efforts made to have, as much as possible the proposed work to be contracted out be performed by civil service classifications, principally 1402 Junior Clerks. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (2) Adopt the report; Approve request for PSC #4005-10/11. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0; Commissioner Gorrone missed vote.)

0253-10-8 (continued)

- (3) Adopt the report; Approve request for PSC #4010-10/11 as amended to modify the contract amount from \$600,000 to \$500,000 and the duration from 06/30/14 to 06/30/15. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (4) Adopt the report; Approve request for PSC #4010-08/09. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0; Commissioner Jung missed vote.)
- (5) Adopt the report; Approve request for all remaining proposed personal contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0211-10-5 **Rule Amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department; specifically, Rule 213 – Certification of Eligibles – Police Department. (Item No. 9)**

December 7, 2009: Post for Meet and Confer.

March 15, 2010: No disclosure of any or all discussions held in closed session.

April 19, 2010: No disclosure of any or all discussions held in closed session.

June 7, 2010: Postpone to the meeting of June 21, 2010 at the request of the Department of Human Resources.

June 21, 2010: Continue to the meeting of July 19, 2010, preceded by a closed session Special Meeting.

Speakers: Anita Sanchez, Executive Officer, Civil Service Commission
Micki Callahan, Human Resources Director
John Kraus, Department of Human Resources
Paul Zarefsky, Deputy City Attorney

Action: Direct the Executive Officer to post the proposed amendments to Civil Service Commission Rule 213 – Certification of Eligibles – Police Department (dated May 17, 2010) for adoption at the Regular Meeting of the Civil Service Commission on Monday, August 2, 2010. (Vote of 4 to 0)

0227-10-1 **Report on changing the minimum qualifications from three years to one year served as a permanent Q-60 Lieutenant in the San Francisco Police Department, in the Proposed Amendment to the Class Specification for Q-80 Captain, Police Department. (Item No. 10)**

May 17, 2010: Directed the Executive Officer to place on the Agenda of the next meeting and requested DHR and SFPD staff to provide a briefing.

June 7, 2010: Continue to the meeting of June 21, 2010 with a written report to be submitted by the Department of Human Resources.

June 21, 2010: Postpone to the meeting of July 19, 2010 at the request of the Department of Human Resources.

Speakers: Ted Yamasaki, Department of Human Resources
John Kraus, Department of Human Resources

Action: Accept the report and the change from three years to one year served as a permanent Q-60 Lieutenant. (Vote of 4 to 0)

0254-10-1 **Authorization for entry-level permanent civil service appointment by the San Francisco Fire Department of Civilian Federal Firefighters displaced by the closure of the Fire Department at the Presidio of San Francisco pursuant to California Government Code Section 53270. (Item No. 11)**

Speakers: Anita Sanchez, Executive Officer
Gary Massetani, Deputy Chief (Retired), San Francisco Fire Department

Action: Adopt the staff report. Authorize entry-level permanent civil service appointment of Civilian Federal Firefighters hired by the San Francisco Fire Department following displacement by the closure of the Fire Department at the Presidio of San Francisco consistent with California Government Code Section 53270. Notify the Board of Supervisors and the San Francisco Fire Department. (Vote of 4 to 0)

0553-09-6 **Appeal by Stephen Kloster of the Human Resources Director's determination of insufficient evidence to support his claim of harassment and disparate treatment discrimination. (Item No. 12)**

March 1, 2010: Postpone to the meeting of March 15, 2010.

March 15, 2010: Continue to a Special meeting after May 11, 2010. The Executive Officer to make arrangements to schedule the Special meeting based on the availability of all parties and City Hall hearing rooms.

0553-09-6 (continued)

Speakers: Janie White, Department of Human Resources
Patrick Gardner, Acting Chief San Francisco Fire Department
Wesley Wakeford, Attorney
Stephen Kloster, Appellant
Micki Callahan, Human Resources Director

POTENTIAL CLOSED SESSION

Note: This item is being noticed as a potential closed session to preserve the Commission's option to go into closed session during the hearing of the item if for reasons of privacy it is appropriate to do so. Noticing this item as a potential closed session does not necessarily mean the Commission will go into closed session during its hearing of the item.

Note: The appellant, after conferring with his attorney indicated he wanted to proceed in open session.

The Commission *did not* hold a closed session.

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Stephen Kloster. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 13)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)

None.

ADJOURNMENT (Item No. 15)

5:44 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
August 2, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATION AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of August 2, 2010

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 2, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Mary Y. Jung

(2) APPROVAL OF MINUTES – Action Item

Special Meeting of July 19, 2010

Recommendation: Approve.

Regular Meeting of July 19, 2010

Recommendation: Approve.

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

COMMENDATION AGENDA

(4) Commendation for Joy Y. Boatwright for her dedicated service to the City and County of San Francisco as Civil Service Commissioner from January 2009 to January 2010.
(File No. 0268-10-1) – Action Item

Recommendation: Adopt.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0267-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4016-10/11	Public Works	\$400,000	Contractor shall fully provide multi-surface graffiti abatement services, on private property, within the city limits of San Francisco. This multi-surface graffiti removal process will include scraping, priming, power washing, color matching and painting and the application of environmentally safe chemical removers and cleaning agents. The department anticipates awarding 4 as-needed contracts, each not to exceed \$100,000.	Regular	08/31/13
4017-10/11	Environment	\$75,000	GreenFinanceSF is a City sponsored Clean Energy Loan Program ("PACE" program) which will allow property owners (residential and commercial) to install electric and thermal solar systems and make energy efficiency improvements to their buildings and pay for the cost of such improvements over 20 years through a special tax on their property tax bills. The City will facilitate the project funding for each project through proceeds derived from sale of special tax bonds or other borrowings secured by a special tax levy on participating landowners' property tax bill. The contractor will administer (and finance) the program. The administrative services include program design services; program implementation services, including: web portal with online application interface, project data tracking; program marketing and communications (web, print, in person, training materials); program administration services including: application processing, request, and payment; program reporting, program documentation, and customer services; special tax administrative services (special tax apportionment method, data collection, boundary map preparation and recordation, contributions to disclosure documents, annual special tax levy calculation and enrollment, annual CFD administration report preparation, delinquent special tax reporting, repayments of special tax liens).	Regular	12/31/18

Civil Service Commission Meeting Agenda

Regular Meeting of August 2, 2010

4018-10/11	City Planning	\$1,500,000	The San Francisco Planning Department (the "Department") has determined the need to select a pool of pre-qualified environmental, transportation, historic resources, and archeology review consultants through a request for qualifications ("RFQ") process to use on an as-needed basis for detailed environmental, transportation impact analysis, historic resources evaluation, and archeological research on various private and public projects. Such projects include, but are not limited to: environmental review of the Japantown Better Neighborhood Plan, India Basin Shoreline Community Planning Process, and the Fourth and King Street Railyards Study. Private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, and follow the model used in most other jurisdictions. The Department has determined that the most effective way to provide these specialized studies is to solicit consultants to create as large a pool as possible of pre-qualified firms with the knowledge and expertise in environmental and/or transportation impact analysis, historic resource and archeology review which would follow the best practice of other California counties. Inclusion in the pre-qualified pool will be mandatory for any consultant to either 1) enter into an independent contract with a private developer for environmental or transportation impact studies, historic resource and archeology review which must be reviewed and finalized by Department staff; or 2) enter into contracts with the City and County of San Francisco on an as-needed basis for the provision of specialized studies.	Regular	07/31/13
4019-10/11	Environment	\$100,000	Vendor will design and develop a web-based platform to allow multiple agencies to jointly manage and share recycling/reuse/disposal information with residents and businesses through the Bay Area.	Regular	09/30/14
4020-10/11	Treasurer/Tax Collector	\$300,000	Provide financial advisory services to the Treasurer/Tax Collector in the following areas: economic data analysis, fed funds rate and yield curve analysis; horizon analysis, sector and credit distribution; callable structures and maturity distribution; performance summary and attribution analysis; portfolio characteristics and cash flow analysis; review of investment sectors; portfolio recommendations; target maturity structure recommendations; Investment Pool core and liquidity balances analysis; and credit analysis for corporate issuers.	Regular	07/31/15
4021-10/11	General Services Agency	\$60,000,000	The Risk Management Division of the Office of the City Administrator seeks to reestablish a pool of as-needed insurance brokers and to place insurance and provide specialized support and independent analysis (e.g., act as independent insurance advisor, proactively analyze the City's insurance programs and identify risk transfers and risk financing options), risk analysis and Enterprise Risk Management consultant services (e.g., assess risks and propose an enterprise solution to mitigate/measure/improve the City's risk profile), insurance services (e.g., design policies and programs most advantageous to the City for coverage of exposures), and claims support services (e.g., represent the City in policy interpretation and negotiations with carriers.) The pool will be utilized by multiple departments including the Airport,	Regular	11/30/16

Civil Service Commission Meeting Agenda**Regular Meeting of August 2, 2010**

			SFMTA, SFPUC, and, Port. During the six year period, approximately \$53 million will be for insurance premiums and approximately \$7 million for risk management consultant services. Vendors will also train City managers on new international standards for Enterprise Risk Management.		
4022-10/11	General Services Agency	\$500,000	Parking Garage operation and management at the One South Van Ness Garage consisting of transient and monthly parking for 142 vehicles.	Regular	07/31/16

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Survey of Monthly Rates Paid to Police Officers and Firefighters in All Cities of 350,000 or More in the State of California. (File No. 0265-10-1) – Action Item

Recommendation: Adopt the staff report; Transmit rates to the Retire System in accordance with Charter Section A8.590.1-A8.590-7; Provide report to the Board of Supervisors.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Rule Amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department; specifically, Rule 213 – Certification of Eligibles – Police Department. (File No. 0211-10-5) – Action Item

December 7, 2009: Post for Meet and Confer.

March 15, 2010: No disclosure of any or all discussions held in closed session.

April 19, 2010: No disclosure of any or all discussions held in closed session.

June 7, 2010: Postpone to the meeting of June 21, 2010 at the request of the Department of Human Resources.

June 21, 2010: Continue to the meeting of July 19, 2010, preceded by a closed session Special Meeting.

Civil Service Commission Meeting Agenda

Regular Meeting of August 2, 2010

File No. 0211-10-5 (continued)

July 19, 2010: Direct the Executive Officer to post the proposed amendments to Civil Service Commission Rule 213 -- Certification of Eligibles -- Police Department (dated May 17, 2010) for adoption at the Regular Meeting of the Civil Service Commission on Monday, August 2, 2010.

Recommendation: Adopt. Direct that the examination announcement for Q-80 Captain be amended to reflect the amended Certification Rule for promotions and that all candidates in the applicant pool taking the examination for Q-80 Captain be notified.

- (8) Appeal by Alvin Johnson of the Human Resources Director's finding of insufficient evidence to support allegations of discrimination, harassment, and retaliation. (File No. 0391-08-6) -- Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Alvin Johnson.

EXECUTIVE OFFICER'S REPORT

- (9) Executive Officer seeking direction from the Commission on Meeting Procedures; including, but not limited to having Public Comment on matters under the jurisdiction of the Commission at the beginning of the meeting; use of timer during 3 minute limit for public comment and require justification with requests to sever items on the Ratification Agenda. (File No. 0269-10-1) -- Action Item

Recommendation: Open for discussion.

- (10) Report on Goals and Objectives of Civil Service Commission as of June 30, 2010, including Summary of FY 2009-10 Inspection Service Requests and Merit System Audits. (File No. 0270-10-1) -- Action Item

Recommendation: Accept the report.

- (11) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

- (12) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

- (13) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

110
E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting August 2, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

ROLL CALL.

President E. Dennis Normandy	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

APPROVAL OF MINUTES

Special Meeting of July 19, 2010

Action: Approve. (Vote of 4 to 0)

Regular Meeting of July 19, 2010

Action: Approve. (Vote of 4 to 0)

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Civil Service Commission Meeting Minutes

Regular Meeting of August 2, 2010

0268-10-1 Commendation for Joy Y. Boatwright for her dedicated service to the City and County of San Francisco as Civil Service Commissioner from January 2009 to January 2010. (Item No. 4)

Speakers: Vice President Donald A. Casper

Action: Adopt. (Vote of 4 to 0)

0267-10-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4016-10/11	Public Works	\$400,000	Contractor shall fully provide multi-surface graffiti abatement services, on private property, within the city limits of San Francisco. This multi-surface graffiti removal process will include scraping, priming, power washing, color matching and painting and the application of environmentally safe chemical removers and cleaning agents. The department anticipates awarding 4 as-needed contracts, each not to exceed \$100,000.	Regular	08/31/13
4017-10/11	Environment	\$75,000	GreenFinanccSF is a City sponsored Clean Energy Loan Program ("PACE" program) which will allow property owners (residential and commercial) to install electric and thermal solar systems and make energy efficiency improvements to their buildings and pay for the cost of such improvements over 20 years through a special tax on their property tax bills. The City will facilitate the project funding for each project through proceeds derived from sale of special tax bonds or other borrowings secured by a special tax levy on participating landowners' property tax bill. The contractor will administer (and finance) the program. The administrative services include program design services; program implementation services, including: web portal with online application interface, project data tracking; program marketing and communications (web, print, in person, training materials); program administration services including: application processing, request, and payment; program reporting, program documentation, and customer services; special tax administrative services (special tax apportionment method, data collection, boundary map preparation and recordation, contributions to disclosure documents, annual special tax levy calculation and enrollment, annual CFD administration report preparation, delinquent special tax reporting, repayments of special tax liens).	Regular	12/31/18

4018-10/11	City Planning	\$1,500,000	The San Francisco Planning Department (the "Department") has determined the need to select a pool of pre-qualified environmental, transportation, historic resources, and archeology review consultants through a request for qualifications ("RFQ") process to use on an as-needed basis for detailed environmental, transportation impact analysis, historic resources evaluation, and archeological research on various private and public projects. Such projects include, but are not limited to: environmental review of the Japantown Better Neighborhood Plan, India Basin Shoreline Community Planning Process, and the Fourth and King Street Railyards Study. Private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, and follow the model used in most other jurisdictions. The Department has determined that the most effective way to provide these specialized studies is to solicit consultants to create as large a pool as possible of pre-qualified firms with the knowledge and expertise in environmental and/or transportation impact analysis, historic resource and archeology review which would follow the best practice of other California counties. Inclusion in the pre-qualified pool will be mandatory for any consultant to either 1) enter into an independent contract with a private developer for environmental or transportation impact studies, historic resource and archeology review which must be reviewed and finalized by Department staff; or 2) enter into contracts with the City and County of San Francisco on an as-needed basis for the provision of specialized studies.	Regular	07/31/13
4019-10/11	Environment	\$100,000	Vendor will design and develop a web-based platform to allow multiple agencies to jointly manage and share recycling/reuse/disposal information with residents and businesses through the Bay Area.	Regular	09/30/14
4020-10/11	Treasurer/Tax Collector	\$300,000	Provide financial advisory services to the Treasurer/Tax Collector in the following areas: economic data analysis, fed funds rate and yield curve analysis; horizon analysis, sector and credit distribution; callable structures and maturity distribution; performance summary and attribution analysis; portfolio characteristics and cash flow analysis; review of investment sectors; portfolio recommendations; target maturity structure recommendations; Investment Pool core and liquidity balances analysis; and credit analysis for corporate issuers.	Regular	07/31/15
4021-10/11	General Services Agency	\$60,000,000	The Risk Management Division of the Office of the City Administrator seeks to reestablish a pool of as-needed insurance brokers and to place insurance and provide specialized support and independent analysis (e.g., act as independent insurance advisor, proactively analyze the City's insurance programs and identify risk transfers and risk financing options), risk analysis and Enterprise Risk Management consultant services (e.g., assess risks and propose an enterprise solution to mitigate/measure/improve the City's risk profile), insurance services (e.g., design policies and programs most advantageous to the City for coverage of exposures), and claims support services (e.g., represent the City in policy interpretation and negotiations with carriers.) The pool will be utilized by multiple departments including the Airport,	Regular	11/30/16

Civil Service Commission Meeting Minutes

Regular Meeting of August 2, 2010

			SFMTA, SFPUC, and, Port. During the six year period, approximately \$53 million will be for insurance premiums and approximately \$7 million for risk management consultant services. Vendors will also train City managers on new international standards for Enterprise Risk Management.		
4022-10/11	General Services Agency	\$500,000	Parking Garage operation and management at the One South Van Ness Garage consisting of transient and monthly parking for 142 vehicles.	Regular	07/31/16

Speakers: Larry Stringer, Department of Public Works spoke on PSC #4016-10/11.
Rich Chien and Mark Westlund, Department of the Environment spoke on PSC #4017-10/11.
Thomas DiSanto and Sarah Jones, City Planning spoke on PSC #4018-10/11.
Mark Westlund, Department of the Environment spoke on PSC #4019-10/11.
Joan Lubamersky and Matt Hansen, General Services Agency spoke on PSC #4021-10/11.

Action: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0265-10-1 **Survey of Monthly Rates Paid to Police Officers and Firefighters in All Cities of 350,000 or More in the State of California. (Item No. 6)**

Speakers: Micki Callahan, Human Resources Director

Action: Adopt the staff report; Transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590-7; Provide report to the Board of Supervisors. (Vote of 4 to 0)

0211-10-5 **Rule Amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department; specifically, Rule 213 – Certification of Eligibles – Police Department. (Item No. 7)**

December 7, 2009: Post for Meet and Confer.

March 15, 2010: No disclosure of any or all discussions held in closed session.

April 19, 2010: No disclosure of any or all discussions held in closed session.

June 7, 2010: Postpone to the meeting of June 21, 2010 at the request of the Department of Human Resources.

June 21, 2010: Continue to the meeting of July 19, 2010, preceded by a closed session Special Meeting.

File No. 0211-10-5 (continued)

July 19, 2010: Direct the Executive Officer to post the proposed amendments to Civil Service Commission Rule 213 – Certification of Eligibles – Police Department (dated May 17, 2010) for adoption at the Regular Meeting of the Civil Service Commission on Monday, August 2, 2010.

Speakers: Anita Sanchez, Executive Officer, Civil Service Commission
Vice President Donald A. Casper

Action: Adopt as posted. Directed that the examination announcement for Q-80 Captain be amended to reflect the amended Certification Rule for promotions and that all candidates in the applicant pool taking the examination for Q-80 Captain be notified. (Vote of 4 to 0)

0391-08-6 **Appeal by Alvin Johnson of the Human Resources Director's finding of insufficient evidence to support allegations of discrimination, harassment, and retaliation. (Item No. 8)**

Speakers: Anita Sanchez, Executive Officer, Civil Service Commission

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Alvin Johnson. (Vote of 3 to 1; Vice President Casper dissents.) Mr. Johnson failed to appear.

0269-10-1 **Executive Officer seeking direction from the Commission on Meeting Procedures; including, but not limited to having Public Comment on matters under the jurisdiction of the Commission at the beginning of the meeting; use of timer during 3 minute limit for public comment and require justification with requests to sever items on the Ratification Agenda. (Item No. 9)**

Speakers: Anita Sanchez, Executive Officer, Civil Service Commission
Joe Brenner, IFPTE Local 21
Micki Callahan, Human Resources Director

Action: Directed the Executive Officer to place item on calendar as an action item.

0270-10-1 **Report on Goals and Objectives of Civil Service Commission as of June 30, 2010, including Summary of FY 2009-10 Inspection Service Requests and Merit System Audits. (Item No. 10)**

Speakers: Anita Sanchez, Executive Officer, Civil Service Commission

Action: Accept the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 11)

Micki Callahan, Human Resources Director briefly reported on the San Francisco Police Department's interest in hiring Police Officers laid off by other jurisdictions.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

Commissioner Gorrone requested the matter that Human Resources Director Callahan reported on be put on calendar in the near future.

Vice President Casper inquired about an article in the San Francisco Chronicle regarding the San Francisco Police Department deploying civilians to conduct preliminary investigations of low-level crimes and the lack of civil service classifications to perform such investigations. Director Callahan will submit a report addressing the matter at the Civil Service Commission meeting of August 16, 2010.

Vice President Casper expressed concerns that have been raised with him about the upcoming H-50 Assistant Chief of Department examination in the San Francisco Fire Department with respect to the study guide. He requested the Executive Officer to look into these concerns and report to the Commissioners.

ADJOURNMENT (Item No. 13)

3:30 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
August 16, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
DOCUMENTS DEPT

AUG 10 2010

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of August 16, 2010

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 16, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Donald A. Casper
Commissioner Morgan R. Gorrone
Commissioner Lisa Seitz Gruwell
Commissioner Mary Y. Jung

(2) APPROVAL OF MINUTES – Action Item

Regular Meeting of August 2, 2010

Recommendation: Approve.

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(4) Review of request for approval of proposed personal services contracts.
(File No. 0282-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4023-10/11	Human Resources	\$150,000	Consultant will work with Airport and Department of Human Resources ("DHR") staff to improve and expand upon the functionality of DHR's internal Classification database, and develop a consistent methodology for improving classification decisions. Consultant will work with City staff to redesign and develop a database tool to categorize knowledge, skills, abilities, and corresponding activities and tasks consistent with the principles of industry accepted standards, such as O*NET. This new tool will ensure Citywide consistency within the classification plan and will facilitate appropriate classification selections based on multi-level search criteria that accurately reflect duties and responsibilities of the position. The goal of this service is to create a highly efficient, standardized, front-end, interactive database tool designed to minimize the potential for appointing officers to make classification decisions based solely on desired pay or other preconceived notions that result in inappropriate grade inflation (e.g., making an appointment to a manager classification when an advanced technical level classification would be more appropriate for the duties and the responsibilities of the position), and reduce inconsistencies and perceived subjectivity in classification decisions throughout the City.	Regular	12/31/11
4024-10/11	Public Utilities Commission	\$139,000	Contract work consists of development of annual revenue requirement for electric service, allocation of the annual revenue requirement to retail classes of service base on their respective service requirements and development of schedules of electric rates to recover allocated costs from each retail customer class. Contract deliverables in addition to schedules of rates include the development of cost of service model to permit Hetch Hetchy (HH) staff to annually update the cost of service analysis.	Regular	12/31/12
4025-10/11	Public Utilities Commission	\$2,500,000	Provide municipal financing advisory services to the SFPUC in the structuring and competitive sale of taxable and tax-exempt revenue bonds, taxable and tax-exempt commercial paper, certificates of participation, Clean Renewable Energy Bonds (CREBs), Qualified Energy Conservation Bonds (QECBs), and other forms of municipal financing.	Regular	09/15/17

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (5) **Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (File No. 0283-10-1) – Action Item**

Recommendation: Adopt the report.

- (6) **Municipal Transportation Agency's Report on Provisional Appointments. (File No. 0284-10-1) – Action Item**

Recommendation: Adopt the report.

- (7) **Determination of future employability: Dismissal of permanent civil service appointment of Rodney Green, Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (File No. 0325-09-7) – Action Item**

June 7, 2010: Continue to a meeting mutually agreeable to all parties and when Mr. Green's attorney can be present.

Recommendation: The Municipal Transportation Agency has withdrawn its recommendation of: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside City and County service; No future employment with the San Francisco Municipal Transportation Agency. There are no restrictions, making the appeal moot. Close file.

- (8) **Determination of future employability: Dismissal of permanent civil service appointment of James Ross, Fare Collector (Job Code 9110) with the Municipal Transportation Agency. (File No. 0092-09-7) – Action Item**

May 3, 2010: Postpone to the meeting of June 7, 2010 at the request of Charles Davis, Attorney.

June 7, 2010: Continue to the meeting of August 16, 2010 at the request of Charles Davis, Attorney.

Recommendation: The Municipal Transportation Agency has withdrawn its recommendation of: Cancel any current examination and eligibility status; No future employment with the San Francisco Municipal Transportation Agency. There are no restrictions, making the appeal moot. Close file.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (9) **Appeal by Ryan Young of his background rejection for a Public Safety Communications Dispatcher (Job Code 8238) position with the Department of Emergency Management. (File No. 0165-09-4) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Ryan Young.

- (10) **Appeal by Oluchi Nnachi, Charles E. Lewis and Robert Taylor, former 8324 Supervising Counselors at Juvenile Hall, of the Human Resources Director's determination of insufficient evidence to make a finding of disparate treatment discrimination and/or retaliation. (File No. 0525-08-6) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Oluchi Nnachi, Charles E. Lewis and Robert Taylor.

- (11) **Request for permanent status grants to Near List employees with temporary civil service status in Class 1406 Senior Clerk at the Department of Public Health upon completion of the applicable probationary period. (File No. 0285-10-1) – Action Item**

Recommendation: Approve request for permanent status grants to Near List employees with temporary civil service status in Class 1406 Senior Clerk at the Department of Public Health upon completion of the applicable probationary period.

- (12) **Consideration of Proposed Changes to Commission Meeting Procedures; including, but not limited to having Public Comment on matters under the jurisdiction of the Commission at the beginning of the meeting; use of timer during 3 minute limit for public comment and require justification with requests to sever items on the Ratification Agenda. (File No. 0269-10-1) – Action Item**

August 2, 2010: Directed the Executive Officer to place item on calendar as an action item.

Recommendation: Open for discussion.

HUMAN RESOURCES DIRECTOR'S REPORT

- (13) **General Update on the Department of Human Resources Activities and Issues. (File No. 0287-10-1)**

Recommendation: Discussion only; however, the Commission can request information and/or direct items to be calendared for future meetings.

- (14) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION
- (15) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS
- (16) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

6/10

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting August 16, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:05 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Not Present (Notified absence)
Commissioner Lisa Seitz Gruwell	Present
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

President Normandy welcomed Lisa Seitz Gruwell as the newest Commissioner to the Civil Service Commission.

APPROVAL OF MINUTES

Regular Meeting of August 2, 2010

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS

The Executive Officer announced that due to the Labor Day Holiday, there will only be one meeting in September which will be held on September 20, 2010.

Civil Service Commission Meeting Minutes

Regular Meeting of August 16, 2010

0282-10-8

Review of request for approval of proposed personal services contracts.
(Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4023-10/11	Human Resources	\$150,000	Consultant will work with Airport and Department of Human Resources ("DHR") staff to improve and expand upon the functionality of DHR's internal Classification database, and develop a consistent methodology for improving classification decisions. Consultant will work with City staff to redesign and develop a database tool to categorize knowledge, skills, abilities, and corresponding activities and tasks consistent with the principles of industry accepted standards, such as O*NET. This new tool will ensure Citywide consistency within the classification plan and will facilitate appropriate classification selections based on multi-level search criteria that accurately reflect duties and responsibilities of the position. The goal of this service is to create a highly efficient, standardized, front-end, interactive database tool designed to minimize the potential for appointing officers to make classification decisions based solely on desired pay or other preconceived notions that result in inappropriate grade inflation (e.g., making an appointment to a manager classification when an advanced technical level classification would be more appropriate for the duties and the responsibilities of the position), and reduce inconsistencies and perceived subjectivity in classification decisions throughout the City.	Regular	12/31/11
4024-10/11	Public Utilities Commission	\$139,000	Contract work consists of development of annual revenue requirement for electric service, allocation of the annual revenue requirement to retail classes of service base on their respective service requirements and development of schedules of electric rates to recover allocated costs from each retail customer class. Contract deliverables in addition to schedules of rates include the development of cost of service model to permit Hetch Hetchy (HH) staff to annually update the cost of service analysis.	Regular	12/31/12
4025-10/11	Public Utilities Commission	\$2,500,000	Provide municipal financing advisory services to the SFPUC in the structuring and competitive sale of taxable and tax-exempt revenue bonds, taxable and tax-exempt commercial paper, certificates of participation, Clean Renewable Energy Bonds (CREBs), Qualified Energy Conservation Bonds (QECBs), and other forms of municipal financing.	Regular	09/15/17

Speakers:

Steve Ponder and Ted Yamasaki, Department of Human Resources spoke on PSC #4023-10/11.
William Laws, Public Utilities Commission spoke on PSC #4024-10/11.

Action:

Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0283-10-1 Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (Item No. 5)

Speakers: None.

Action: Adopt the report. (Vote of 4 to 0)

0284-10-1 Municipal Transportation Agency's Report on Provisional Appointments. (Item No. 6)

Speakers: None.

Action: Adopt the report. (Vote of 4 to 0)

0325-09-7 Determination of future employability: Dismissal of permanent civil service appointment of Rodney Green, Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (Item No. 7)

June 7, 2010: Continue to a meeting mutually agreeable to all parties and when Mr. Green's attorney can be present.

Speakers: None.

Action: The Municipal Transportation Agency has withdrawn its recommendation of: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside City and County service; No future employment with the San Francisco Municipal Transportation Agency. There are no restrictions, making the appeal moot. Close file. (Vote of 4 to 0)

0092-09-7 Determination of future employability: Dismissal of permanent civil service appointment of James Ross, Fare Collector (Job Code 9110) with the Municipal Transportation Agency. (Item No. 8)

May 3, 2010: Postpone to the meeting of June 7, 2010 at the request of Charles Davis, Attorney.

June 7, 2010: Continue to the meeting of August 16, 2010 at the request of Charles Davis, Attorney.

Speakers: None.

Action: The Municipal Transportation Agency has withdrawn its recommendation of: Cancel any current examination and eligibility status; No future employment with the San Francisco Municipal Transportation Agency. There are no restrictions, making the appeal moot. Close file. (Vote of 4 to 0)

Civil Service Commission Meeting Minutes

Regular Meeting of August 16, 2010

- 0165-09-4 Appeal by Ryan Young of his background rejection for a Public Safety Communications Dispatcher (Job Code 8238) position with the Department of Emergency Management. (Item No. 9)
- Speakers: Terrence Daniel, Department of Emergency Management
- Action: Continue to a Special Meeting to be held prior to the Regular Meeting of September 20, 2010. Mr. Young failed to appear.
- 0525-08-6 Appeal by Oluchi Nnachi, Charles E. Lewis and Robert Taylor, former 8324 Supervising Counselors at Juvenile Hall, of the Human Resources Director's determination of insufficient evidence to make a finding of disparate treatment discrimination and/or retaliation. (Item No. 10)
- Speakers: Janie White, Department of Human Resources
Peter Finn, Teamsters Local 856
John Radogno, Teamsters Local 856
Allison McGee, Juvenile Probation Department
- Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Oluchi Nnachi, Charles E. Lewis and Robert Taylor. (Vote of 4 to 0)
- 0285-10-1 Request for permanent status grants to Near List employees with temporary civil service status in Class 1406 Senior Clerk at the Department of Public Health upon completion of the applicable probationary period. (Item No. 11)
- Speakers: Elizabeth Jacobi, Department of Public Health
Gregory Cross, SEIU Local 1021
Anita Sanchez, Executive Officer, Civil Service Commission
Micki Callahan, Human Resources Director
- Action: Approve request for permanent status grants to Near List employees with temporary civil service status in Class 1406 Senior Clerk at the Department of Public Health upon completion of the applicable probationary period.
(Vote of 4 to 0)

- 0269-10-1 **Consideration of Proposed Changes to Commission Meeting Procedures; including, but not limited to having Public Comment on matters under the jurisdiction of the Commission at the beginning of the meeting; use of timer during 3 minute limit for public comment and require justification with requests to sever items on the Ratification Agenda. (Item No. 12)**

August 2, 2010: Directed the Executive Officer to place item on calendar as an action item.

Speakers: Joe Brenner, IFPTE Local 21

Action: Approve the changes in the order of the Commission Meeting Agenda. (Vote of 4 to 0)

Note: Following public comment this item was continued to a future meeting to allow input from employee organizations on procedures for hearing personal service contracts at Commission meetings. (Vote of 4 to 0)

- 0287-10-1 **General Update on the Department of Human Resources Activities and Issues. (Item No. 13)**

Speakers: Micki Callahan, Human Resources Director

Action: No action was taken.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 14)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 15)

Vice President Casper inquired about an article in the San Francisco Chronicle regarding the San Francisco Police Department deploying civilians to conduct preliminary investigations of low-level crimes and the lack of civil service classifications to perform such investigations. He made a second request that the Commission be given information regarding which classifications, if any do now exist that can perform the work.

Vice President Casper requested the Executive Officer to gather information on the reason for the postponement of Part II of the examination for the H-50 Assistant Chief of the San Francisco Fire Department. He further asked that the gathering of information not interfere with the future administration of Part II of the examination nor jeopardize the examination's security.

ADJOURNMENT (Item No. 16)

4:24 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
September 20, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON
TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

RATIFICATION AGENDA

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SEPARATION AGENDA

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 20, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Donald A. Casper
Commissioner Morgan R. Gorrone
Commissioner Lisa Seitz Gruwell
Commissioner Mary Y. Jung

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of August 16, 2010

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

HUMAN RESOURCES DIRECTOR'S REPORT

**(5) Report on the H-50 Training and Performance Counseling Exercise. (File No. 0322-10-1)
Action Item**

Recommendation: Accept the report.

(6) Department of Human Resources response to Commission's request for information on the San Francisco Police Department deploying civilians to conduct preliminary investigations of low-level crimes and the lack of civil service classifications to perform such investigations. (File No. 0327-10-1) – Discussion and Possible Action Item

Recommendation: Accept the report.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0323-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
3056-09/10	Art Commission	Increase Amount \$30,000 New Amount \$57,000	Contractor will assist Arts Commission and the Mexican Museum in developing a programmatic and curatorial vision for a new, multi-use museum in the Yerba Buena Arts District. Contractor will work with the Mexican Museum board of directors to meet specific planning deliverables, including but not limited to a multi-year audit; crafting job descriptions & hiring key staff positions; developing fundraising strategy; collection conservation, storage, cataloging & lending policies.	Modi- fication	06/30/11
4020-06/07	General Services Agency	Increase Amount \$95,000 New Amount \$195,000	The City's Sweatfree Contracting Ordinance (Administrative Code Section 12U) authorizes OLSE to monitor contractors' compliance with the Ordinance. This extension of the PSC duration and adding funds are requested because the contract monitoring was delayed. The Ordinance provides that until such time as the City determines that it is able to adequately monitor compliance using city personnel, the City shall enter into a professional services contract with an independent non profit organization for assistance in monitoring compliance. The vendor will monitor compliance by contractors located outside the Bay Area and abroad (e.g. Mexico, India, China, Dominican Republic and other foreign countries), that provide goods to the City. Currently, the Ordinance applies only to apparel, garments (uniforms), related accessories and textiles.	Modi- fication	09/28/12

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (8) **Appeal by Ryan Young of his background rejection for a Public Safety Communications Dispatcher (Job Code 8238) position with the Department of Emergency Management.**
(File No. 0165-09-4) – Action Item

August 16, 2010: Continue to a Special Meeting to be held prior to the Regular Meeting of September 20, 2010. (Vote of 4 to 0) Mr. Young failed to appear.

Recommendation: Accept the request by Ryan Young to withdraw his appeal.

- (9) **Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco.**
(File No. 0320-10-3) – Action Item

Recommendation: Adopt the report; Forward to the Board of Supervisors.

- (10) **Appeal by Yim Bing Kwong of the Human Resources Director's determination of insufficient evidence to support her disability discrimination complaint.**
(File No. 0157-10-6) – Action Item

Recommendation: Postpone to the meeting of October 18, 2010 at the request of Yim Bing Kwong.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (11) **Review of request for approval of proposed personal services contracts.**
(File No. 0324-10-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4026-10/11	Municipal Transportation Agency	\$156,000	The consultant will provide anti-terrorism training to approximately 3,000 transit "First Responders" who are the frontline and/or service-critical employees at SFMTA that operates on a 24-hour, 7-days per week schedule. Attendees will learn how to recognize, report, and react to potentially dangerous activity and behavior that might occur within their work environment. The training will include lecture, audio-visual resources, printed material, and simulated events/examples. The class is titled, "Terrorist Activity Recognition and Reaction."	Regular	06/30/11

Civil Service Commission Meeting Agenda

Regular Meeting of September 20, 2010

4027-10/11	Department of Technology	\$2,000,000	Contractor will assist DT cabling staff during peak periods of cabling projects. Contractor will perform basic telecommunications cabling work for different installation types. Work requires pulling cable termination, labeling, testing and necessary prep and clean up.	Regular	08/31/16
4097-08/09	Public Utilities Commission	Increase Amount \$1,400,000 New Amount \$2,720,900	SFPUC has partnered with a utility company to market and process regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continue to build on a highly successful grant-funded regional partnership with a utility company. For the first time, the partners are collaborating with a utility company to offer customers a joint rebate in order to streamline the process for the customer and in order to capitalize on the joint marketing capacities of the water and energy utilities. The contract is being modified to accommodate the increased demand for the program.	Modification	06/30/12

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

(12) Follow-Up Report from the Department of the Environment on the conditional approval of Personal Services Contract Number 4143-08/09. (File No. 0325-10-8) – Action Item

May 18, 2009: Adopt the Human Resources Director's report on PSC #4143-08/09 on the condition that the Department of the Environment submits a quarterly report to the Commission concerning the progress of training department staff in the program. Notify the offices of the Controller and the Purchaser.

Recommendation: Accept and file the report.

(13) Appeal by Howard Dong of the Director of Transportation's determination of insufficient evidence to support his claim of race discrimination, harassment and retaliation for engaging in a protected activity. (File No. 0292-10-6) – Action Item

Recommendation: Adopt the report; Sustain the decision of the Director of Transportation. Deny the appeal by Howard Dong.

(14) Appeal by Philip Matiatos of the Director of Transportation's determination of insufficient evidence to support his claim of disability and age discrimination. (File No. 0277-10-6) – Action Item

Recommendation: Adopt the report; Sustain the decision of the Director of Transportation. Deny the appeal by Philip Matiatos.

- (15) **Department of Human Resources proposal for consideration to revise the Civil Service Commission Rules Applicable to the Uniformed Ranks of the San Francisco Police Department Volume II - Rule 210 – Police Examination Qualification and Applicants. (File No. 0326-10-5) – Action Item**

Recommendation:

Direct the Executive Officer to work with the Department of Human Resources on the proposed revision and report back to the Commission.

SEPARATION AGENDA

SPECIAL ATTENTION – APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (16) **Determination of future employability: Dismissal of permanent exempt appointment of Leticia Dixon, Secretary II (Job Code 1446) with the Department of Children, Youth and Their Families. (File No. 0119-10-7) – Action Item**

Recommendation:

No future employment with the Department of Children, Youth and Their Families; Not to work in any position that will have access to confidential information with the City and County of San Francisco.

- (17) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (18) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES Regular Meeting September 20, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:05 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrone	Not Present (Notified absence)
Commissioner Lisa Seitz Gruwell	Present
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of August 16, 2010

Action: Approve. (Vote of 4 to 0)

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Civil Service Commission Meeting Minutes**Regular Meeting of September 20, 2010****0322-10-1 Report on the H-50 Training and Performance Counseling Exercise. (Item No. 5)**

Speakers: Micki Callahan, Human Resources Director
John Kraus, Department of Human Resources
Dave Johnson, Department of Human Resources

Action: Accept the report. (Vote of 4 to 0)

0327-10-1 Department of Human Resources response to Commission's request for information on the San Francisco Police Department deploying civilians to conduct preliminary investigations of low-level crimes and the lack of civil service classifications to perform such investigations. (Item No. 6)

Speakers: Micki Callahan, Human Resources Director
Alice Villagomez, San Francisco Police Department
Lt. Steven Ford, San Francisco Police Department
Capt. Garret Tom, San Francisco Police Department

Action: Accept the report. (Vote of 4 to 0)

0323-10-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
3056-09/10	Art Commission	Increase Amount \$30,000 New Amount \$57,000	Contractor will assist Arts Commission and the Mexican Museum in developing a programmatic and curatorial vision for a new, multi-use museum in the Yerba Buena Arts District. Contractor will work with the Mexican Museum board of directors to meet specific planning deliverables, including but not limited to a multi-year audit; crafting job descriptions & hiring key staff positions; developing fundraising strategy; collection conservation, storage, cataloging & lending policies.	Modification	06/30/11
4020-06/07	General Services Agency	Increase Amount \$95,000 New Amount \$195,000	The City's Sweatfree Contracting Ordinance (Administrative Code Section 12U) authorizes OLSE to monitor contractors' compliance with the Ordinance. This extension of the PSC duration and adding funds are requested because the contract monitoring was delayed. The Ordinance provides that until such time as the City determines that it is able to adequately monitor compliance using city personnel, the City shall enter into a professional services contract with an independent non profit organization for assistance in monitoring compliance. The vendor will monitor compliance by contractors located outside the Bay Area and abroad (e.g. Mexico, India, China, Dominican Republic and other foreign countries), that provide goods to the City. Currently, the Ordinance applies only to apparel, garments (uniforms), related accessories and textiles.	Modification	09/28/12

0323-10-8 (continued)

Speakers: Rachelle Axel, Art Commission spoke on PSC #3056-09/10.
Joan Lubamersky and Donna Levitt, General Services Agency spoke on PSC #4020-06/07.

Action: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0165-09-4 Appeal by Ryan Young of his background rejection for a Public Safety Communications Dispatcher (Job Code 8238) position with the Department of Emergency Management. (Item No. 8)

August 16, 2010: Continue to a Special Meeting to be held prior to the Regular Meeting of September 20, 2010. (Vote of 4 to 0) Mr. Young failed to appear.

Speakers: None.

Action: Accept the request by Ryan Young to withdraw his appeal. (Vote of 4 to 0)

0320-10-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 9)

Speakers: Rich David, Department of Human Resources

Action: Adopt the report; Forward to the Board of Supervisors. (Vote of 4 to 0)

0157-10-6 Appeal by Yim Bing Kwong of the Human Resources Director's determination of insufficient evidence to support her disability discrimination complaint. (Item No. 10)

Speakers: None.

Action: Postpone to the meeting of October 18, 2010 at the request of Yim Bing Kwong. (Vote of 4 to 0)

Civil Service Commission Meeting Minutes**Regular Meeting of September 20, 2010****0324-10-8****Review of request for approval of proposed personal services contracts.
(Item No. 11)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4026-10/11	Municipal Transportation Agency	\$156,000	The consultant will provide anti-terrorism training to approximately 3,000 transit "First Responders" who are the frontline and/or service-critical employees at SFMTA that operates on a 24-hour, 7-days per week schedule. Attendees will learn how to recognize, report, and react to potentially dangerous activity and behavior that might occur within their work environment. The training will include lecture, audio-visual resources, printed material, and simulated events/examples. The class is titled, "Terrorist Activity Recognition and Reaction."	Regular	06/30/11
4027-10/11	Department of Technology	\$2,000,000	Contractor will assist DT cabling staff during peak periods of cabling projects. Contractor will perform basic telecommunications cabling work for different installation types. Work requires pulling cable termination, labeling, testing and necessary prep and clean up.	Regular	08/31/16
4097-08/09	Public Utilities Commission	Increase Amount \$1,400,000 New Amount \$2,720,900	SFPUC has partnered with a utility company to market and process regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continue to build on a highly successful grant-funded regional partnership with a utility company. For the first time, the partners are collaborating with a utility company to offer customers a joint rebate in order to streamline the process for the customer and in order to capitalize on the joint marketing capacities of the water and energy utilities. The contract is being modified to accommodate the increased demand for the program.	Modification	06/30/12

Speakers: Ted Unaegbu, Municipal Transportation Agency spoke on PSC #4026-10/11.

Action: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0325-10-8**Follow-Up Report from the Department of the Environment on the conditional approval of Personal Services Contract Number 4143-08/09. (Item No. 12)**

May 18, 2009: Adopt the Human Resources Director's report on PSC #4143-08/09 on the condition that the Department of the Environment submits a quarterly report to the Commission concerning the progress of training department staff in the program. Notify the offices of the Controller and the Purchaser.

Speakers: None.

Action: Postpone to the meeting of October 4, 2010. (Vote of 4 to 0)

0292-10-6 **Appeal by Howard Dong of the Director of Transportation's determination of insufficient evidence to support his claim of race discrimination, harassment and retaliation for engaging in a protected activity. (Item No. 13)**

Speakers: Penny Si, Municipal Transportation Agency
Howard Dong, Appellant
Samson Asrat, Municipal Transportation Agency

Action: Adopt the report; Sustain the decision of the Director of Transportation. Deny the appeal by Howard Dong.
(Vote of 4 to 0)

0277-10-6 **Appeal by Philip Matiatos of the Director of Transportation's determination of insufficient evidence to support his claim of disability and age discrimination. (Item No. 14)**

Speakers: Penny Si, Municipal Transportation Agency

Action: Adopt the report; Sustain the decision of the Director of Transportation. Deny the appeal by Philip Matiatos.
(Vote of 4 to 0)

0326-10-5 **Department of Human Resources proposal for consideration to revise the Civil Service Commission Rules Applicable to the Uniformed Ranks of the San Francisco Police Department Volume II - Rule 210 – Police Examination Qualification and Applicants. (Item No. 15)**

Speakers: John Kraus, Department of Human Resources

Action: Direct the Executive Officer to work with the Department of Human Resources on the proposed revision and report back to the Commission. (Vote of 4 to 0)

0119-10-7 **Determination of future employability: Dismissal of permanent exempt appointment of Leticia Dixon, Secretary II (Job Code 1446) with the Department of Children, Youth and Their Families. (Item No. 16)**

Speakers: Gilda Cassanego, Department of Human Resources

Action: Postpone to the meeting of October 4, 2010. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 17)

None.

ADJOURNMENT (Item No. 18)

4:06 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

1 / 10
E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
October 4, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON
TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

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Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of October 4, 2010

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 4, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Lisa Seitz Gruwell
Commissioner Mary Y. Jung

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of September 20, 2010

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

HUMAN RESOURCES DIRECTOR'S REPORT

**(5) Department of Human Resources Report on the Position-Based Testing Program.
(File No. 0337-10-1) Action Item**

Recommendation: Accept the report.

**(6) Department of Human Resources Report on Provisional Appointments.
(File No. 0338-10-1) Action Item**

Recommendation: Accept the report.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0339-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-10/11	Art Commission	\$266,430	Seven WritersCorps Arts-in-Residence will conduct creative writing classes with youth in need at up to 12 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design, and edit publications of youth writing; and help organize city-wide literary arts events for participating youth. Artists-in-Residence will work for nine months from October to June. Seven WritersCorps Arts-in-Residence will conduct creative writing classes with youth in need at up to 12 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design, and edit publications of youth writing; and help organize city-wide literary arts events for participating youth. Artists-in-Residence will work for nine months from October to June.	Regular	06/30/10
4029-10/11	Municipal Transportation Agency	\$22,268,541	The contractor will design and implement a Capital Program Controls System (System) and will provide specialized professional and technical program/project control services in transit/subway design and construction management business practices that will include cost control, contract management, scheduling, document control, claims management support and cost estimation. The contractor will develop, provide, integrate and program computer software programs and the City's legacy software systems in the System for the Central Subway Project and various other SFMTA projects. Support, maintenance, application consulting, and end-user training will be provided to ensure the successful implementation of this comprehensive system	Regular	10/31/18
4030-10/11	Police	\$250,000	To provide background investigation services to the San Francisco Police Department. Contractor will investigate records held by the Criminal Justice system, Credit Reporting agencies, Department of Motor Vehicles, as well as contacting employers and references.	Regular	10/31/14

Civil Service Commission Meeting Agenda

Regular Meeting of October 4, 2010

4031-10/11	Public Utilities Commission	\$250,000	Technical support activities related to Foxboro and Wonderware SCADA system; leading troubleshooting and corrective maintenance activities on the SCADA system and networks to assure reliability and integrity; performing highly complex system integration and establishing interfaces between DCS/SCADA system. Support of disaster recovery and backup of network infrastructure, network security policies and network performance.	Regular	06/30/11
4032-10/11	Public Utilities Commission	\$536,800	Provide acoustic fiber monitoring services for wire breaks in the Pre-stressed Concrete Cylinder Pipe (PCCP) on San Joaquin Pipeline Number 3.	Regular	10/31/15
4033-10/11	Airport Commission	\$450,000	Intergraph will provide the technical services and training for revising the CAD map with new graphics to their Terminal 1 floor plan and associated secure connector area. Contractor will utilize SFO Auto CAD format which defines the updated data for the CAD map, convert the data to Micro Station dgn output files, and then incorporate the data to the CAD map. The scope of the effort consists of remote CAD mapping followed by SFO installation training while the Intergraph map developer is on-site performing the implementation and test of the CAD map. Intergraph will provide Maintenance on-line/Telephone support to SFO's IT Division. Intergraph's onsite implementation services to install and configure software onto 13 licenses of I/Mobile for the SFFD Airport emergency vehicles and test operation/connectivity of the units.	Regular	10/09/11
4029-07/08	City Planning	Increase Amount \$0 New Amount \$650,000	Will provide completion of environmental analysis for the Transit Center District Plan and the Transit Tower in S.F. The Planning Department is preparing the Plan and the Transbay Joint Powers Authority (TJPA).	Modification	06/30/12
4163-07/08	Public Utilities Commission	Increase Amount \$3,400,000 New Amount \$5,300,000	The SFPUC is implementing a High Efficiency Toilet (HET) Direct Install Program for SFPUC Customers in the retail service area. The program allows for the replacement of high-volume toilets (i.e., 3.5 gallons per flush (gpf) or more or old and poorly performing toilets rated at 1.6 gpf that actually flush higher) located in low-income properties with HET models (i.e., 1.28 gpf or less). The contractor purchases and installs the HETs, using Local 38 union plumbers, and coordinates the recycling of replaced fixtures. Funding over the PSC duration allows for installation of approximately 6,000 toilets in low-income properties. The contract's remaining funds are dedicated to vouchers for select SFPUC customers who will receive HETs at no cost without the SFPUC paying for installation services. The SFPUC was awarded two grants of \$200,000 each from the U.S. Bureau of Reclamation (USBR) and the California Department of Water Resources (DWR) to help launch the program. As of spring 2010, there are approximately 7,000 participants in the SFPUC low-income service discount Community Assistance Program (CAP) with an estimated, average enrollment of 100 new participants every month. In January 2010, the SFPUC added the requirement that	Modification	06/30/13

Civil Service Commission Meeting Agenda

Regular Meeting of October 4, 2010

			to enroll in or remain on CAP, all participants have to participate in the direct install program and schedule a free water conservation evaluation conducted by SFPUC conservation inspectors to determine eligibility for potential toilet replacement. The evaluation also provides the opportunity to educate customers on conservation practices; help detects plumbing leaks and provides free conservation devices. With participation now a requirement, the SFPUC is committed to reaching as many CAP customers who qualify for toilet replacement as possible. To do so, requires additional funding by the SFPUC.		
4019-08/09	General Services Agency	Increase Amount \$74,000 New Amount \$326,500	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.	Modi- fication	06/03/11

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Determination of future employability: Dismissal of permanent exempt appointment of Leticia Dixon, Secretary II (Job Code 1446) with the Department of Children, Youth and Their Families. (File No. 0119-10-7) – Action Item

September 20, 2010: Postpone to the meeting of October 4, 2010.

Recommendation: Postpone to the meeting of October 18, 2010 at the request of the Department of Human Resources.

(9) Follow-Up Report from the Department of the Environment on the conditional approval of Personal Services Contract Number 4143-08/09. (File No. 0325-10-8) – Action Item

May 18, 2009: Adopt the Human Resources Director's report on PSC #4143-08/09 on the condition that the Department of the Environment submits a quarterly report to the Commission concerning the progress of training department staff in the program. Notify the offices of the Controller and the Purchaser.

September 20, 2010: Postpone to the meeting of October 4, 2010.

Recommendation: Accept and file the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (10) **Department of Human Resources proposal for consideration to revise the Civil Service Commission Rules Applicable to the Uniformed Ranks of the San Francisco Police Department Volume II - Rule 210 – Police Examination Qualification and Applicants. (File No. 0326-10-5) – Action Item**

September 20, 2010: Direct the Executive Officer to work with the Department of Human Resources on the proposed revision and report back to the Commission.

Recommendation: Open for discussion.

- (11) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (12) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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MAYOR

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MINUTES

Regular Meeting
October 4, 2010

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:09 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrone	Not Present (Notified absence)
Commissioner Lisa Seitz Gruwell	Present
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of September 20, 2010

Action: Approve. (Vote of 4 to 0)

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONE
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

**0337-10-1 Department of Human Resources Report on the Position-Based Testing Program.
(Item No. 5)**

Speakers: Micki Callahan, Human Resources Director
John Kraus, Department of Human Resources

Action: Accept the report. (Vote of 4 to 0)

**0338-10-1 Department of Human Resources Report on Provisional Appointments.
(Item No. 6)**

Speakers: John Kraus, Department of Human Resources
Laura Dancer, Department of Human Resources

Action: Accept the report. (Vote of 4 to 0)

**0339-10-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-10/11	Art Commission	\$266,430	Seven WritersCorps Arts-in-Residence will conduct creative writing classes with youth in need at up to 12 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design, and edit publications of youth writing; and help organize city-wide literary arts events for participating youth. Artists-in-Residence will work for nine months from October to June. Seven WritersCorps Arts-in-Residence will conduct creative writing classes with youth in need at up to 12 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design, and edit publications of youth writing; and help organize city-wide literary arts events for participating youth. Artists-in-Residence will work for nine months from October to June.	Regular	06/30/10

Civil Service Commission Meeting Minutes

Regular Meeting of October 4, 2010

4029-10/11	Municipal Transportation Agency	\$22,268,541	The contractor will design and implement a Capital Program Controls System (System) and will provide specialized professional and technical program/project control services in transit/subway design and construction management business practices that will include cost control, contract management, scheduling, document control, claims management support and cost estimation. The contractor will develop, provide, integrate and program computer software programs and the City's legacy software systems in the System for the Central Subway Project and various other SFMTA projects. Support, maintenance, application consulting, and end-user training will be provided to ensure the successful implementation of this comprehensive system	Regular	10/31/18
4030-10/11	Police	\$250,000	To provide background investigation services to the San Francisco Police Department. Contractor will investigate records held by the Criminal Justice system, Credit Reporting agencies, Department of Motor Vehicles, as well as contacting employers and references.	Regular	10/31/14
4031-10/11	Public Utilities Commission	\$250,000	Technical support activities related to Foxboro and Wonderware SCADA system; leading trouble-shooting and corrective maintenance activities on the SCADA system and networks to assure reliability and integrity; performing highly complex system integration and establishing interfaces between DCS/SCADA system. Support of disaster recovery and backup of network infrastructure, network security policies and network performance.	Regular	06/30/11
4032-10/11	Public Utilities Commission	\$536,800	Provide acoustic fiber monitoring services for wire breaks in the Pre-stressed Concrete Cylinder Pipe (PCCP) on San Joaquin Pipeline Number 3.	Regular	10/31/15
4033-10/11	Airport Commission	\$450,000	Intergraph will provide the technical services and training for revising the CAD map with new graphics to their Terminal 1 floor plan and associated secure connector area. Contractor will utilize SFO Auto CAD format which defines the updated data for the CAD map, convert the data to Micro Station dgn output files, and then incorporate the data to the CAD map. The scope of the effort consists of remote CAD mapping followed by SFO installation training while the Intergraph map developer is on-site performing the implementation and test of the CAD map. Intergraph will provide Maintenance on-line/Telephone support to SFO's IT Division. Intergraph's onsite implementation services to install and configure software onto 13 licenses of I/Mobile for the SFFD Airport emergency vehicles and test operation/connectivity of the units.	Regular	10/09/11
4029-07/08	City Planning	Increase Amount \$0 New Amount \$650,000	Will provide completion of environmental analysis for the Transit Center District Plan and the Transit Tower in S.F. The Planning Department is preparing the Plan and the Transbay Joint Powers Authority (TJPA).	Modification	06/30/12

Civil Service Commission Meeting Minutes

Regular Meeting of October 4, 2010

4163-07/08	Public Utilities Commission	Increase Amount \$3,400,000 New Amount \$5,300,000	The SFPUC is implementing a High Efficiency Toilet (HET) Direct Install Program for SFPUC Customers in the retail service area. The program allows for the replacement of high-volume toilets (i.e., 3.5 gallons per flush (gpf) or more or old and poorly performing toilets rated at 1.6 gpf that actually flush higher) located in low-income properties with HET models (i.e., 1.28 gpf or less). The contractor purchases and installs the HETs, using Local 38 union plumbers, and coordinates the recycling of replaced fixtures. Funding over the PSC duration allows for installation of approximately 6,000 toilets in low-income properties. The contract's remaining funds are dedicated to vouchers for select SFPUC customers who will receive HETs at no cost without the SFPUC paying for installation services. The SFPUC was awarded two grants of \$200,000 each from the U.S. Bureau of Reclamation (USBR) and the California Department of Water Resources (DWR) to help launch the program. As of spring 2010, there are approximately 7,000 participants in the SFPUC low-income service discount Community Assistance Program (CAP) with an estimated, average enrollment of 100 new participants every month. In January 2010, the SFPUC added the requirement that to enroll in or remain on CAP, all participants have to participate in the direct install program and schedule a free water conservation evaluation conducted by SFPUC conservation inspectors to determine eligibility for potential toilet replacement. The evaluation also provides the opportunity to educate customers on conservation practices; help detect plumbing leaks and provides free conservation devices. With participation now a requirement, the SFPUC is committed to reaching as many CAP customers who qualify for toilet replacement as possible. To do so, requires additional funding by the SFPUC.	Modification	06/30/13
4019-08/09	General Services Agency	Increase Amount \$74,000 New Amount \$326,500	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.	Modification	06/03/11

Speakers:

Andrew Howard and Arthur Wong, Municipal Transportation Agency and Ging Louie, IFPTE Local 21 spoke on PSC #4029-10/11.

Alice Villagomez, San Francisco Police Department spoke on PSC #4030-10/11.

Joe Brenner and Kim Carter, IFPTE Local 21 spoke on PSC #4031-10/11.

Cynthia Avakian, Airport Commission spoke on PSC #4033-10/11.

Kofo Domingo, Public Utilities Commission spoke on PSC #4163-07/08.

Tom DiSanto and Sarah Jones, City Planning Department

0339-10-8 (continued)

Action:

- (1) Adopt the report; Approve request for PSC #4029-10/11 on the condition that subject to an agreement with the contractor, the SFMTA will request the contractor to provide 40 hours of cost estimating for transit and tunnel construction for 12 Agency employees and to provide 40 hours of scheduling for transit and tunnel construction for 12 Agency employees. Annually report to the Commission concerning the possibility of hiring additional engineers for scheduling. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (2) Adopt the report; Approve request for PSC #4031-10/11 on the condition that 1) the Public Utilities Commission commits to propose and support the hiring of 3-4 Class 7336 in this current budget cycle for maintenance of the DCS system; 2) WWE/SFPUC commits to provide training of an additional two (2) employees, for a total of six (6), should the proposed hiring of new staff occur as described in Item above in the maintenance of the Foxboro system; and 3) WWE/SFPUC commits to meet and discuss with Local 21 a long term plan for the maintenance and upkeep needs of the DCS system. The meeting will occur within thirty (30) days of signing the agreement. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (3) Adopt the report; Approve request for PSC #4033-10/11 as verbally amended. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (4) Adopt the report; Approve request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0119-10-7

Determination of future employability: Dismissal of permanent exempt appointment of Leticia Dixon, Secretary II (Job Code 1446) with the Department of Children, Youth and Their Families. (Item No. 8)

September 20, 2010: Postpone to the meeting of October 4, 2010.

Speakers: None.

Action: Postpone to the meeting of October 18, 2010 at the request of the Department of Human Resources. (Vote of 4 to 0)

0325-10-8 Follow-Up Report from the Department of the Environment on the conditional approval of Personal Services Contract Number 4143-08/09. (Item No. 9)

May 18, 2009: Adopt the Human Resources Director's report on PSC #4143-08/09 on the condition that the Department of the Environment submits a quarterly report to the Commission concerning the progress of training department staff in the program. Notify the offices of the Controller and the Purchaser.

September 20, 2010: Postpone to the meeting of October 4, 2010.

Speakers: None.

Action: Accept and file the report. (Vote of 4 to 0)

0326-10-5 Department of Human Resources proposal for consideration to revise the Civil Service Commission Rules Applicable to the Uniformed Ranks of the San Francisco Police Department Volume II - Rule 210 – Police Examination Qualification and Applicants. (Item No. 10)

September 20, 2010: Direct the Executive Officer to work with the Department of Human Resources on the proposed revision and report back to the Commission.

Action: Postpone to the meeting of October 18, 2010. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 11)

Vice President Donald A. Casper requested Staff to keep a file of all City Attorney opinions relating to the Civil Service Commission and the Merit System from the Office of the City Attorney.

ADJOURNMENT (Item No. 12)

3:39 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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MAYOR

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MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
October 18, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON
TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

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F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of October 18, 2010

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 18, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Donald A. Casper
Commissioner Morgan R. Gorrone
Commissioner Lisa Seitz Gruwell
Commissioner Mary Y. Jung

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of October 4, 2010

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0344-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4034-10/11	Airport Commission	\$9,700,000	The Master Architect will provide for a comprehensive programming analysis, architectural design and engineering services necessary to develop the planning and integrated conceptual design of the Replacement ATCT/Terminal 1 Complex Redevelopment Program. The Master Architect will also provide 45% complete bridging documents, in accordance with FAA standards, for the replacement ATCT, which will be completed through a design-build process.	Regular	10/31/20
4035-10/11	Department of Technology	\$700,000	The city is seeking professional services to assist in the development and implementation of a plan to consolidate up to fifteen (15) separate and independent data centers into six (6) or fewer data center (Receiving Data Centers). The data centers are currently operation in various locations by participating City Departments.	Regular	09/24/12
4036-10/11	Human Resources	\$99,000	The consultant will have the lead role in the development and administration of a promotional exam for the Fire Department rank of H-30 Captain, and defend that selection process against legal challenge as necessary.	Regular	11/30/12
4037-10/11	Police	\$180,000	The installation of the Early Intervention System software application and data base has been completed. The maintenance of the system will begin with a one year warranty and then six years of maintenance, extending the duration of the contract through 5-31-17. The maintenance will include correcting errors defects and malfunctions of the system. Support will be provided via telephone and on line access. On site service will also be provided as needed in the detection and correction of viruses to the system. Regular software updates will also be provided by the vendor.	Regular	05/31/17
4038-10/11	Police	\$700,000	Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and up grades. Refresher training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.	Regular	08/31/13

Civil Service Commission Meeting Agenda**Regular Meeting of October 18, 2010**

4039-10/11	Public Utilities Commission	\$9,000,000	Post-construction building monitoring services for building commissioning and energy efficiency for multiple SFPUC and City of San Francisco building sites.	Regular	11/01/17
4040-10/11	Art Commission	\$1,899,510	In accordance with the City Charter, the San Francisco Symphony will perform concerts. These concerts will take place at the San Francisco Davies Symphony Hall October 2010 - July 2011 with two free concerts at a public park. This is the 60th year for Summer POPS concerts.	Regular	12/31/11

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(6) Determination of future employability: Dismissal of permanent exempt appointment of Leticia Dixon, Secretary II (Job Code 1446) with the Department of Children, Youth and Their Families. (File No. 0119-10-7) – Action Item

September 20, 2010: Postpone to the meeting of October 4, 2010.

October 4, 2010: Postpone to the meeting of October 18, 2010 at the request of the Department of Human Resources.

Recommendation: Accept the withdrawal of the appeal by Leticia Dixon due to a settlement agreement.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Joseph Engler on the rejection of his application for the Q-80 Lieutenant examination due to not meeting the minimum qualifications. (File No. 0314-10-4) – Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Joseph Engler.

- (8) **Appeal by Yim Bing Kwong of the Human Resources Director's determination of insufficient evidence to support her disability discrimination complaint.
(File No. 0157-10-6) – Action Item**

September 20, 2010: Postpone to the meeting of October 18, 2010 at the request of Yim Bing Kwong.

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Yim Bing Kwong.

- (9) **Department of Human Resources proposal for consideration to revise the Civil Service Commission Rules Applicable to the Uniformed Ranks of the San Francisco Police Department Volume II - Rule 210 – Police Examination Qualification and Applicants.
(File No. 0326-10-5) – Action Item**

September 20, 2010: Direct the Executive Officer to work with the Department of Human Resources on the proposed revision and report back to the Commission.

October 4, 2010: Postpone to the meeting of October 18, 2010.

Recommendation: Open for discussion.

- (9) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (10) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

AMENDED

A G E N D A

Regular Meeting
of
October 18, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON
TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

1/18/10
ended
E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONE
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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Civil Service Commission Meeting Agenda

Regular Meeting of October 18, 2010

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Civil Service Commission

Agenda for Regular Meeting
October 18, 2010
2:00 p.m.

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(1) CALL TO ORDER AND ROLL CALL

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Vice President Donald A. Casper
Commissioner Morgan R. Gorrone
Commissioner Lisa Seitz Gruwell
Commissioner Mary Y. Jung

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of October 4, 2010

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

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(File No. 0344-10-8) – Action Item**

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4038-10/11	Police	\$700,000	Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and up grades. Refresher training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.	Regular	08/31/13

Civil Service Commission Meeting Agenda**Regular Meeting of October 18, 2010**

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Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

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September 20, 2010: Postpone to the meeting of October 4, 2010.

October 4, 2010: Postpone to the meeting of October 18, 2010 at the request of the Department of Human Resources.

Recommendation: Accept the withdrawal of the appeal by Leticia Dixon due to a settlement agreement.

REGULAR AGENDA

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- (7) **Appeal by Joseph Engler on the rejection of his application for the Q-80 Captain examination due to not meeting the minimum qualifications. (File No. 0314-10-4) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Joseph Engler.

- (8) **Appeal by Yim Bing Kwong of the Human Resources Director's determination of insufficient evidence to support her disability discrimination complaint.
(File No. 0157-10-6) – Action Item**

September 20, 2010: Postpone to the meeting of October 18, 2010 at the request of Yim Bing Kwong.

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Yim Bing Kwong.

- (9) **Department of Human Resources proposal for consideration to revise the Civil Service Commission Rules Applicable to the Uniformed Ranks of the San Francisco Police Department Volume II - Rule 210 – Police Examination Qualification and Applicants.
(File No. 0326-10-5) – Action Item**

September 20, 2010: Direct the Executive Officer to work with the Department of Human Resources on the proposed revision and report back to the Commission.

October 4, 2010: Postpone to the meeting of October 18, 2010.

Recommendation: Open for discussion.

- (9) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (10) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

18/10

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting October 18, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

GOVERNMENT
DOCUMENTS DEPT

OCT 20 2010

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:05 p.m.

ROLL CALL

President E. Dennis Normandy	Not Present (Notified absence)
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrondo	Present
Commissioner Lisa Seitz Gruwell	Present
Commissioner Mary Y. Jung	Not Present (Notified absence)

Vice President Donald A. Casper presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of October 4, 2010

Action: Approve. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes

Regular Meeting of October 18, 2010

0344-10-8

Review of request for approval of proposed personal services contracts.
(Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4034-10/11	Airport Commission	\$9,700,000	The Master Architect will provide for a comprehensive programming analysis, architectural design and engineering services necessary to develop the planning and integrated conceptual design of the Replacement ATCT/Terminal 1 Complex Redevelopment Program. The Master Architect will also provide 45% complete bridging documents, in accordance with FAA standards, for the replacement ATCT, which will be completed through a design-build process.	Regular	10/31/20
4035-10/11	Department of Technology	\$700,000	The city is seeking professional services to assist in the development and implementation of a plan to consolidate up to fifteen (15) separate and independent data centers into six (6) or fewer data center (Receiving Data Centers). The data centers are currently operation in various locations by participating City Departments.	Regular	09/24/12
4036-10/11	Human Resources	\$99,000	The consultant will have the lead role in the development and administration of a promotional exam for the Fire Department rank of H-30 Captain, and defend that selection process against legal challenge as necessary.	Regular	11/30/12
4037-10/11	Police	\$180,000	The installation of the Early Intervention System software application and data base has been completed. The maintenance of the system will begin with a one year warranty and then six years of maintenance, extending the duration of the contract through 5-31-17. The maintenance will include correcting errors defects and malfunctions of the system. Support will be provided via telephone and on line access. On site service will also be provided as needed in the detection and correction of viruses to the system. Regular software updates will also be provided by the vendor.	Regular	05/31/17
4038-10/11	Police	\$700,000	Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and up grades. Refresher training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.	Regular	08/31/13
4039-10/11	Public Utilities Commission	\$9,000,000	Post-construction building monitoring services for building commissioning and energy efficiency for multiple SFPUC and City of San Francisco building sites.	Regular	11/01/17
4040-10/11	Art Commission	\$1,899,510	In accordance with the City Charter, the San Francisco Symphony will perform concerts. These concerts will take place at the San Francisco Davies Symphony Hall October 2010 - July 2011 with two free concerts at a public park. This is the 60th year for Summer POPS concerts.	Regular	12/31/11

0344-10-8 (continued)

Speakers: Cynthia Avakian and Tom Rodrigues, Airport Commission spoke on PSC #4034-10/11.
Jeana Pieralde, Department of Technology spoke on PSC #4035-10/11.
Dave Johnson, Department of Human Resources spoke on PSC #4036-10/11.
Pauson Yun, Public Utilities Commission spoke on PSC #4039-10/11.

Action: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0119-10-7

Determination of future employability: Dismissal of permanent exempt appointment of Leticia Dixon, Secretary II (Job Code 1446) with the Department of Children, Youth and Their Families. (Item No. 6)

September 20, 2010: Postpone to the meeting of October 4, 2010.

October 4, 2010: Postpone to the meeting of October 18, 2010 at the request of the Department of Human Resources.

Speakers: Anita Sanchez, Executive Officer corrected the recommendation in the Agenda and clarified that Leticia Dixon has not withdrawn her appeal as a result of a settlement agreement. The Executive Officer informed the Commission that the Department of Children, Youth and Their Families rescinded its original recommendation; however, should the Commission wish to review this matter, it has full jurisdiction on future employment restrictions.

Action: The Commission directed that the appeal hearing be conducted at the meeting of November 1, 2010. Notify all parties. (Vote of 3 to 0)

0314-10-4

Appeal by Joseph Engler on the rejection of his application for the Q-80 Captain examination due to not meeting the minimum qualifications. (Item No. 7)

Speakers: None.

Action: Postpone to the meeting of November 1, 2010 at the request of Joseph Engler. (Vote of 3 to 0)

0157-10-6 Appeal by Yim Bing Kwong of the Human Resources Director's determination of insufficient evidence to support her disability discrimination complaint. (Item No. 8)

September 20, 2010: Postpone to the meeting of October 18, 2010 at the request of Yim Bing Kwong.

Speakers: Janie White, Department of Human Resources
Yim Bing Kwong, Appellant
Amanda Chen, Certified Translator, Auerbach International, Inc.

Action: Adopt the report. Order the Department of Public Works to restore Ms. Kwong's sick leave. The motion was amended to state, "The Commission's action will be without prejudice to any other claims or proceedings which Ms. Kwong may bring arising out of her discrimination claims." (Vote of 3 to 0)

0326-10-5 Department of Human Resources proposal for consideration to revise the Civil Service Commission Rules Applicable to the Uniformed Ranks of the San Francisco Police Department Volume II - Rule 210 – Police Examination Qualification and Applicants. (Item No. 9)

September 20, 2010: Direct the Executive Officer to work with the Department of Human Resources on the proposed revision and report back to the Commission.

October 4, 2010: Postpone to the meeting of October 18, 2010.

Action: Accept the report. The Department of Human Resources is authorized to conduct a one-time recruitment directed to lateral hires on the following eligibility conditions: 1) that the person has served as an active Police Officer for two (2) years preceding the date of the job announcement; and 2) applicant must have a current P.O.S.T. certification for the State of California. Furthermore, the Department of Human Resources is directed to return to the Commission with a report and recommendation concerning the necessity or propriety of amending the Civil Service Commission Rules so as to provide for lateral only recruitment efforts in the future. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 10)

Commissioner Morgan R. Gorrono requested that the Commissioners be notified by the City Attorney when there is any litigation pertaining to the Civil Service Commission.

Vice President Donald A. Casper inquired about the possibility of the use of laptops for Commissioners to facilitate research of Charter Codes, Rules and other helpful information in its work. Also, the laptops can be used to handle Commission materials and eliminate paper to assist the environment.

ADJOURNMENT (Item No. 11)

3:41 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
November 1, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON
TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATION AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of November 1, 2010

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 1, 2010
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President E. Dennis Normandy
Vice President Donald A. Casper
Commissioner Morgan R. Gorrone
Commissioner Lisa Seitz Gruwell
Commissioner Mary Y. Jung

(2) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S
AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of October 18, 2010

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0349-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4041-10/11	Airport Commission	\$225,000	The vendor will provide software development for the SAFE software, an identity management system that interfaces with SFO's multiple physical access control security systems. Proposed modules will assist the Airport in managing the Airport ID Media Badge Program: Visitor ID Media, Vehicle Permits, SAFE Analytics, Invoice Transactions, and others as deemed necessary. Proposed software development includes networking specialized printers used for ID Media Badge Program.	Regular	10/31/13
4042-10/11	Airport Commission	\$700,000	Provide as needed pavement assessment services in accordance with Federal Aviation Administration's (FAA) Advisory Circular (AC 150/5370), including but not limited to plant mix bituminous pavements (Item P-401) subject to Aircraft loading, data review, and analysis of pavement reports; consultation with other pavement and geotechnical consultants; performance of pavement engineering analysis; review of existing and proposed pavements; preparation of reports and recommendations; performance of recommended further studies; and to provide expertise in the analysis of special problems pertaining to the design and construction of pavements at the San Francisco International Airport.	Regular	11/30/15
4043-10/11	Emergency Management	\$220,000	Contractor will revise the Bay Area Homeland Security Strategy, Conduct risk and capability assessments for the Bay Area, and provide technical assistance with Federal Emergency Management Agency data calls and investment justifications.	Regular	03/31/12
4044-10/11	Municipal Transportation Agency	\$2,500,000	The SFMTA requires the services of a contractor to provide comprehensive investigative services on workers' compensation claims arising out of employment or in the course of employment. Investigative services include: written and recorded statements; background investigations; forms and releases; medical records retrieval; subrogation investigations; medical facility canvassing; database and online research; surveillance; investigators' court appearances; and the acquisition, storage and accessibility of video documentation. All services must make use of current technologies to the extent possible.	Regular	11/14/15

Civil Service Commission Meeting Agenda

Regular Meeting of November 1, 2010

4045-10/11	Public Health	\$200,000	The contractor will provide implementation and support services for the Hill-Rom NaviCare WatchChild application to be installed and used by San Francisco General Hospital. The San Francisco General Hospital (SFGH) Obstetric In-patient Unit will use the WatchChild labor and delivery documentation system to document fetal heart monitoring and care provided to mothers, pre and postpartum. The amount of this PSC request includes only the amount of the professional services needed to install and bring the application to full production status.	Regular	06/30/16
4046-10/11	Public Works	\$3,000,000	The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, and industrial hygiene services on City projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco. Services may also involve air and noise monitoring. DPW intends to award (5) Master Agreements, each not-to-exceed \$600,000 for these as-needed services.	Regular	10/01/16
4047-10/11	Recreation & Parks	\$205,000	To provide planning, schematic design, and community design meeting facilitation and outreach for Mission Dolores Park. This work will include cost estimating, multiple design options, and coordination through the design phase with RPD and DPW staff.	Regular	04/01/11
4048-10/11	Recreation & Parks	\$500,000	The San Francisco Recreation and Park Department (RPD) is in need of a third party environmental consultant to complete environmental analyses for the Beach Chalet Athletic Fields Renovation. The objective of the environmental analysis services is to satisfy the requirements of the California Environmental Quality Act (CEQA), the CEQA Guidelines, National Environmental Policy Act (NEPA), the San Francisco Administrative Code Chapter 31, and applicable local, State, and Federal regulatory requirements.	Regular	11/15/13
4049-10/11	Public Utilities Commission	\$0	Coordination and development of work plan; environmental document scoping; environmental background studies; alternatives analysis; preparation of draft environmental document(s); public review of draft environmental document; response to public comments; preparation of final environmental document(s); acquisition of regulatory permits and agency approvals as necessary; and, preparation of a mitigation monitoring plan. These services are currently being provided under SFPUC Contract No. CS-746, which needs to be amended for time only.	Regular	06/30/11
4163-09/10	Human Rights Commission	Increase Amount \$744,665 New Amount \$1,594,665	The City's Bonding and Financial Assistance Program (S.F. Admin Code, Chapter 14B) provides guarantees to private bonding companies and financial institutions to induce those entities to provide bonding and financing to eligible HRC-certified contractors bidding on City public works and construction contracts. HRC seeks a contractor to administer this program and provide training and technical assistance to eligible contractors, including bond application assistance and assistance in developing financial statements and pre-bond surety profiles. Additional services include coordinating guarantee requests to the City, and maintaining records on the use and effectiveness of the program.	Modification	09/30/13

Civil Service Commission Meeting Agenda**Regular Meeting of November 1, 2010**

4088-09/10	Public Utilities Commission	Increase Amount \$100,000 New Amount \$200,000	The SFPUC is seeking to modify the Community Benefits Program agreement to provide the SFPUC Commission with a recommended course of action to ensure that the diverse communities/stakeholders affected by SFPUC-sponsored construction programs are benefiting in areas, including, but not limited to: Employment and Job Training; Environmental, Physical, and Social Improvements, and Business Development, including assisting small businesses with securing and sustaining bonding, financing, and insurance requirements. During the course of this agreement, the Board of Supervisors conducted several extensive hearings regarding Employment and Job Training issues which required additional assistance from the Community Benefits Program consultants. This modification seeks to fund the completion of the consultants' work culminating in presentation(s) before the Public Utilities Commission and ultimately in a final report.	Modification	03/01/11
4003-08/09	Children & Families Commission	Increase Amount \$70,000 New Amount \$233,699	Will provide science curriculum enhancement services to Preschool for all sites throughout all neighborhoods of San Francisco. These services should include: Interactive Science Visits, Teacher Curriculum Kits, Professional Development Activities, and Logistical Coordination & Planning.	Modification	06/30/11

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(6) Proposed Civil Service Commission Meeting Schedule for Calendar Year 2011.
(File No. 0350-10-1) - Action Item**

Recommendation: Adopt.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (7) **Appeal by Joseph Engler on the rejection of his application for the Q-80 Captain examination due to not meeting the minimum qualifications. (File No. 0314-10-4) – Action Item**

October 18, 2010: Postpone to the meeting of November 1, 2010 at the request of Joseph Engler.

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Joseph Engler.

SEPARATION AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (8) **Determination of future employability: Dismissal of permanent exempt appointment of Leticia Dixon, Secretary II (Job Code 1446) with the Department of Children, Youth and Their Families. (File No. 0119-10-7) – Discussion and Possible Action Item**

September 20, 2010: Postpone to the meeting of October 4, 2010.

October 4, 2010: Postpone to the meeting of October 18, 2010 at the request of the Department of Human Resources.

October 18, 2010: The Commission directed that the appeal hearing be conducted at the meeting of November 1, 2010. Notify all parties.

Recommendation: Open for discussion.

- (9) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (10) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting November 1, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrano	Present
Commissioner Lisa Seitz Gruwell	Present
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

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REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of October 18, 2010

Action: Approve. (Vote of 5 to 0)

Civil Service Commission Meeting Minutes

Regular Meeting of November 1, 2010

0349-10-8

Review of request for approval of proposed personal services contracts.
(Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4041-10/11	Airport Commission	\$225,000	The vendor will provide software development for the SAFE software, an identity management system that interfaces with SFO's multiple physical access control security systems. Proposed modules will assist the Airport in managing the Airport ID Media Badge Program: Visitor ID Media, Vehicle Permits, SAFE Analytics, Invoice Transactions, and others as deemed necessary. Proposed software development includes networking specialized printers used for ID Media Badge Program.	Regular	10/31/13
4042-10/11	Airport Commission	\$700,000	Provide as needed pavement assessment services in accordance with Federal Aviation Administration's (FAA) Advisory Circular (AC 150/5370), including but not limited to plant mix bituminous pavements (Item P-401) subject to Aircraft loading, data review, and analysis of pavement reports; consultation with other pavement and geotechnical consultants; performance of pavement engineering analysis; review of existing and proposed pavements; preparation of reports and recommendations; performance of recommended further studies; and to provide expertise in the analysis of special problems pertaining to the design and construction of pavements at the San Francisco International Airport.	Regular	11/30/15
4043-10/11	Emergency Management	\$220,000	Contractor will revise the Bay Area Homeland Security Strategy, Conduct risk and capability assessments for the Bay Area, and provide technical assistance with Federal Emergency Management Agency data calls and investment justifications.	Regular	03/31/12
4044-10/11	Municipal Transportation Agency	\$2,500,000	The SFMTA requires the services of a contractor to provide comprehensive investigative services on workers' compensation claims arising out of employment or in the course of employment. Investigative services include: written and recorded statements; background investigations; forms and releases; medical records retrieval; subrogation investigations; medical facility canvassing; database and online research; surveillance; investigators' court appearances; and the acquisition, storage and accessibility of video documentation. All services must make use of current technologies to the extent possible.	Regular	11/14/15
4045-10/11	Public Health	\$200,000	The contractor will provide implementation and support services for the Hill-Rom NaviCare WatchChild application to be installed and used by San Francisco General Hospital. The San Francisco General Hospital (SFGH) Obstetric In-patient Unit will use the WatchChild labor and delivery documentation system to document fetal heart monitoring and care provided to mothers, pre and postpartum. The amount of this PSC request includes only the amount of the professional services needed to install and bring the application to full production status.	Regular	06/30/16

Civil Service Commission Meeting Minutes

Regular Meeting of November 1, 2010

4046-10/11	Public Works	\$3,000,000	The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, and industrial hygiene services on City projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco. Services may also involve air and noise monitoring. DPW intends to award (5) Master Agreements, each not-to-exceed \$600,000 for these as-needed services.	Regular	10/01/16
4047-10/11	Recreation & Parks	\$205,000	To provide planning, schematic design, and community design meeting facilitation and outreach for Mission Dolores Park. This work will include cost estimating, multiple design options, and coordination through the design phase with RPD and DPW staff.	Regular	04/01/11
4048-10/11	Recreation & Parks	\$500,000	The San Francisco Recreation and Park Department (RPD) is in need of a third party environmental consultant to complete environmental analyses for the Beach Chalet Athletic Fields Renovation. The objective of the environmental analysis services is to satisfy the requirements of the California Environmental Quality Act (CEQA), the CEQA Guidelines, National Environmental Policy Act (NEPA), the San Francisco Administrative Code Chapter 31, and applicable local, State, and Federal regulatory requirements.	Regular	11/15/13
4049-10/11	Public Utilities Commission	\$0	Coordination and development of work plan; environmental document scoping; environmental background studies; alternatives analysis; preparation of draft environmental document(s); public review of draft environmental document; response to public comments; preparation of final environmental document(s); acquisition of regulatory permits and agency approvals as necessary; and, preparation of a mitigation monitoring plan. These services are currently being provided under SFPUC Contract No. CS-746, which needs to be amended for time only.	Regular	06/30/11
4163-09/10	Human Rights Commission	Increase Amount \$744,665 New Amount \$1,594,665	The City's Bonding and Financial Assistance Program (S.F. Admin Code, Chapter 14B) provides guarantees to private bonding companies and financial institutions to induce those entities to provide bonding and financing to eligible HRC-certified contractors bidding on City public works and construction contracts. HRC seeks a contractor to administer this program and provide training and technical assistance to eligible contractors, including bond application assistance and assistance in developing financial statements and pre-bond surety profiles. Additional services include coordinating guarantee requests to the City, and maintaining records on the use and effectiveness of the program.	Modification	09/30/13

Civil Service Commission Meeting Minutes

Regular Meeting of November 1, 2010

4088-09/10	Public Utilities Commission	Increase Amount \$100,000 New Amount \$200,000	The SFPUC is seeking to modify the Community Benefits Program agreement to provide the SFPUC Commission with a recommended course of action to ensure that the diverse communities/stakeholders affected by SFPUC-sponsored construction programs are benefiting in areas, including, but not limited to: Employment and Job Training; Environmental, Physical, and Social Improvements, and Business Development, including assisting small businesses with securing and sustaining bonding, financing, and insurance requirements. During the course of this agreement, the Board of Supervisors conducted several extensive hearings regarding Employment and Job Training issues which required additional assistance from the Community Benefits Program consultants. This modification seeks to fund the completion of the consultants' work culminating in presentation(s) before the Public Utilities Commission and ultimately in a final report.	Modification	03/01/11
4003-08/09	Children & Families Commission	Increase Amount \$70,000 New Amount \$233,699	Will provide science curriculum enhancement services to Preschool for all sites throughout all neighborhoods of San Francisco. These services should include: Interactive Science Visits, Teacher Curriculum Kits, Professional Development Activities, and Logistical Coordination & Planning.	Modification	06/30/11

Speakers:

Cynthia Avakian and Kim Dickie, Airport Commission spoke on PSC #4041-10/11.

Cynthia Avakian and Stan Palatnikov, Airport Commission spoke on PSC #4042-10/11.

Neal Taniguchi, Department of Emergency Management spoke on PSC #4043-10/11.

Dan Roach, Municipal Transportation Agency spoke on PSC #4044-10/11.

Larry Wong, IFPTE Local 21 and Stanley DeSouza, Department of Public Works spoke on PSC #4046-10/11.

Sean McFadden, Recreation and Park Department spoke on PSC #4048-10/11.

Larry Wong, IFPTE Local 21 spoke on PSC #4049-10/11.

Aleric Degrafinried and Zula Jones, Human Rights Commission and Larry Wong, IFPTE Local 21 spoke on PSC #4163-09/10.

Prentiss Jackson, Public Utilities Commission spoke on PSC #4088-09/10.

0349-10-8 (continued)

- Action:**
- (1) Adopt the report; Approve request for proposed PSC #4046-10/11 on the conditions that (1) Department of Public Works/Bureau of Construction Management (DPW/BCM) has scheduled forty-two of its employees to take the HAZWOPER refresher training course in December 2010; (2) DPW will provide training for at least eight (8) employees for the HAZWOPER (either the 24-hour or the 40-hour) course during the next three years; and (3) All training will be funded from departmental or bureau training budget, if available. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)
 - (2) Adopt the report; Approve request for proposed PSC #4163-09/10 on the conditions that (1) the Human Rights Commission and IFPTE Local 21 will engage in good faith discussions concerning the suitability of portions of the contracted work to be performed by civil service classifications; and (2) should an agreement be reached between the Human Rights Commission and IFPTE Local 21 regarding an allocation of work, that the parties return to the Commission with a request for reopening this approval. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)
 - (3) Adopt the report; Approve request for all remaining proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0350-10-1 **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2011. (Item No. 6)**

Speakers: None.

Action: Adopt. (Vote of 5 to 0)

0314-10-4 **Appeal by Joseph Engler on the rejection of his application for the Q-80 Captain examination due to not meeting the minimum qualifications. (Item No. 7)**

October 18, 2010: Postpone to the meeting of November 1, 2010 at the request of Joseph Engler.

Speakers: Anita Sanchez, Executive Officer
Joseph Engler, Appellant
Alice Villagomez, San Francisco Police Department

Action: Grant the appeal; Allow Joseph Engler to participate in the Q-80 Captain examination of November 16, 2010 and he be placed under waiver until the completion of his probationary period as a Q-60 Lieutenant, at which time he will be eligible for consideration for appointment to the Q-80 Captain position. This Commission action *only applies* to Joseph Engler and in no

0314-10-4 (continued)

way implies or intends to set a precedent for decisions on future examination appeals. (Vote of 4 to 1; Vice President Donald A. Casper dissents)

Note:

Pursuant to Commission Rule 205.6, Vice President Donald A. Casper stated that his reason for dissenting is as follows: This matter comes before the Commission as an appeal from an action of the Human Resources Director in excluding Lieutenant Engler from the upcoming examination for Q-80 Captain by reason that he did not meet the minimum qualification of one year of service as a permanent civil service Q-60 Lieutenant. This matter does not come before the Commission as an appeal of a claim of discrimination. Under the seventh paragraph of Charter Section 10.101, this Commission, in providing a remedy in a discrimination appeal may in effect suspend the civil service provisions of the Charter and, by extension, our own Civil Service Commission Rules. However, nothing in the Charter and nothing in our Civil Service Commission Rules allows us to suspend any rule in matters other than discrimination appeals. Here, the argument has been made that the admittedly sorry delays in the processing of Lieutenant Engler's two previous appeals before this Commission resulted in a delay in his appointment as Lieutenant, and so made him unable to meet the minimum qualifications set forth in the examination announcement for the upcoming Q-80 Captain's examination.

Delay, however unfortunate it may have been, does not of itself allow us to depart from our Civil Service Commission Rules. Our rules entrust the Director of Human Resources with the authority to set minimum qualifications which applicants must meet in order to take civil service examinations. The Director has done that for the upcoming Q-80 exam. In previous matters, this Commission has been very careful to enforce compliance with minimum qualifications requirements. Indeed it might be said that the contents of examination announcements, including minimum qualifications, comprise a special civil service rule for that examination and for that selection process.

Today, however, the Commission has in effect suspended the minimum qualification provisions of our Civil Service Commission Rules and the particular minimum qualification provisions of the announcement for the upcoming Q-80 examination. There is no warrant in the Charter or in our Civil Service Commission Rules for this action. While I understand why a majority of this Commission has voted to order the admission of Lieutenant Engler to the Q-80 examination, and while I wish him well in the examination, I yet cannot vote with the majority.

0119-10-7 **Determination of future employability: Dismissal of permanent exempt appointment of Leticia Dixon, Secretary II (Job Code 1446) with the Department of Children, Youth and Their Families. (Item No. 9)**

September 20, 2010: Postpone to the meeting of October 4, 2010.

October 4, 2010: Postpone to the meeting of October 18, 2010 at the request of the Department of Human Resources.

October 18, 2010: The Commission directed that the appeal hearing be conducted at the meeting of November 1, 2010. Notify all parties.

Speakers: Jennifer Johnston, Department of Human Resources

Action: Adopt the Human Resources Director's decision to rescind the future employment restrictions imposed on Leticia Dixon as an exempt Class 1446 Secretary II with the Department of Children, Youth and Families. Leticia Dixon failed to appear. (Vote 4 to 1; Vice President Casper dissents.)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 9)

None.

ADJOURNMENT (Item No. 10)

5:18 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONE
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

11-09-10P02:44 RCVD

Regular Meeting
of
November 15, 2010

GOVERNMENT
DOCUMENTS DEPT

NOV - 9 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place
SAN FRANCISCO
PUBLIC LIBRARY

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON
TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of November 15, 2010

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
November 15, 2010
2:00 p.m.**

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Donald A. Casper
Commissioner Morgan R. Gorrone
Commissioner Lisa Seitz Gruwell
Commissioner Mary Y. Jung

**(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S
AGENDA**

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of November 1, 2010

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0354-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4050-10/11	Adult Probation	\$474,000	The San Francisco Adult Probation Department (APD) will procure a COMPAS copyrighted software program from North Point Institute for Public Management, Inc. for implementing a Risk/Needs Assessment and Case Management consolidated software business solution that meets APD's workflow and data information needs which includes a JUSTIS interface and Supervise Release File functionality.	Regular	09/29/13
4051-10/11	Public Health	\$150,000	The contractor will identify and develop an implementation plan for transition from the CCSF's current system of record for Health Care Coverage Initiative (HCCI) participants to the State's Medi-Cal Eligibility Data System (MEDS) application. The HCCI is part of California's 1115 Medicaid Demonstration Project Waiver. The 1115 waiver is granted to states by the Federal government to permit states to test policy innovations that may aid the Medicaid program. The State's 1115 Waiver specifies that the system of record for HCCI participants must be MEDS or an interface with MEDS. The contractor will facilitate a process and provide project management activities that will support the following specific deliverables: 1) analyzing the CCSF's current system of record, 2) conducting an assessment of possible efficiency and resource requirements associated with each possible option, 4) producing an implementation plan/guide and 5) disseminating learnings from this project to other existing HCCI counties, the State, and other interested parties.	Regular	12/31/11
4052-10/11	Recreation & Park	\$700,000	The Recreation and Park Department is seeking the services of construction management team to oversee the improvements to the Marina Yacht Harbor, West Basin, which RPD intends will be performed under separate contract by a design-builder. The CM consultant shall be tasked with providing construction management and inspection services, providing cost estimating and scheduling services, performing hydrographic surveying for dredge validation, and reviewing and tracking of the work for compliance with permit and environmental requirements during the design/build process.	Regular	12/31/13

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (6) **Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency (SFMTA). (File No. 0357-10-1) – Action Item**

Recommendation: Adopt the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (7) **Appeal by Blanca Daisy Estebez on the rejection of her application for the Welfare Fraud Investigator (Job Code 2966) examination due to not meeting the minimum qualifications. (File No. 0341-10-4) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Blanca Daisy Estebez.

- (8) **Department of Human Resources requesting direction on how to proceed with Civil Service Reform Phase II recommendations on Hiring. (File No. 0356-10-1) – Action Item**

Recommendation: Commission to set priorities and provide direction on which recommendations to proceed with; schedule for hearing to obtain public comment; and provide notice of hearing to all parties with interest.

- (9) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (10) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting November 15, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:04 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrone	Present
Commissioner Lisa Seitz Gruwell	Present
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of November 1, 2010

Action: Approve. (Vote of 5 to 0)

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Civil Service Commission Meeting Minutes

Regular Meeting of November 15, 2010

0354-10-8

Review of request for approval of proposed personal services contracts.
(Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4050-10/11	Adult Probation	\$474,000	The San Francisco Adult Probation Department (APD) will procure a COMPAS copyrighted software program from North Point Institute for Public Management, Inc. for implementing a Risk/Needs Assessment and Case Management consolidated software business solution that meets APD's workflow and data information needs which includes a JUSTIS interface and Supervise Release File functionality.	Regular	09/29/13
4051-10/11	Public Health	\$150,000	The contractor will identify and develop an implementation plan for transition from the CCSF's current system of record for Health Care Coverage Initiative (HCCI) participants to the State's Medi-Cal Eligibility Data System (MEDS) application. The HCCI is part of California's 1115 Medicaid Demonstration Project Waiver. The 1115 waiver is granted to states by the Federal government to permit states to test policy innovations that may aid the Medicaid program. The State's 1115 Waiver specifies that the system of record for HCCI participants must be MEDS or an interface with MEDS. The contractor will facilitate a process and provide project management activities that will support the following specific deliverables: 1) analyzing the CCSF's current system of record, 2) conducting an assessment of possible efficiency and resource requirements associated with each possible option, 4) producing an implementation plan/guide and 5) disseminating learnings from this project to other existing HCCI counties, the State, and other interested parties.	Regular	12/31/11
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Speakers:

Jacquie Hale and Tangerine Brigham, Department of Public Health spoke on PSC #4051-10/11.
Mary Hobson, Recreation and Park Department spoke on PSC #4052-10/11.

Action:

Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0357-10-1 Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency (SFMTA). (Item No. 6)

Speakers: Clare Leung, Municipal Transportation Agency

Action: Adopt the report. (Vote of 5 to 0)

0341-10-4 Appeal by Blanca Daisy Estebez on the rejection of her application for the Welfare Fraud Investigator (Job Code 2966) examination due to not meeting the minimum qualifications. (Item No. 7)

Speakers: Robert Thomas, Human Services Agency
Diana Christensen, Human Services Agency
Tony Miguel, For the Appellant
Blanca Daisy Estebez, Appellant

Action: (1) Continue to the meeting of December 6, 2010 to provide Appellant time to review the Staff Report. (Vote of 5 to 0)
(2) Direct the Human Services Agency to proceed with the 2966 Welfare Fraud Investigator examination; Allow Ms. Estebez to participate in the examination but hold her results in abeyance pending the resolution of her appeal. (Vote of 5 to 0)

0356-10-1 Department of Human Resources requesting direction on how to proceed with Civil Service Reform Phase II recommendations on Hiring. (Item No. 8)

Speakers: Anita Sanchez, Executive Officer
Micki Callahan, Human Resources Director
Jennifer Johnston, Department of Human Resources

Action: Schedule three separate sessions of Regular Commission meetings for hearing Reform recommendations on Hiring: Session 1 on Reform # 1 and #2; Session 2 on Reform #3; Session 3 on Reform #4, #5 and #6.

Note President Normandy instructed that comments of Commissioners on each of the Reform recommendations be provided for reference to Commissioners at the hearing, so as not to take time repeating comments.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 9)

Commissioner Morgan R. Gorrono requested the Department of Human Resources to submit a report on the process being utilized by the San Francisco Police Department to test civilians into investigative aide positions.

President E. Dennis Normandy directed that the Human Resources Director and Executive Officer Reports be made a permanent item on the Agenda.

ADJOURNMENT (Item No. 10)

3:06 p.m.

At the request of Vice President Donald A. Casper, the meeting was adjourned in memory of former San Francisco Police Chief Alex Fagan, who passed away on November 8, 2010. The Commission directed the Executive Officer to express its condolences to his family.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

November 24, 2010

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: HEARING ON CIVIL SERVICE REFORM PHASE II
RECOMMENDATIONS ON HIRING: REFORM #1 ACCESS TO
EXEMPT POSITIONS FOR ELIGIBLES AND HOLDOVERS; AND
REFORM #2 SETTING OF CERTIFICATION RULES BASED ON
OPERATIONAL AND BUSINESS NEEDS WHEN APPROPRIATE.

The above matter will be considered by the Civil Service Commission at a meeting to be held on December 6, 2010 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the regular agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Micki Callahan, Human Resources Director
Jennifer Johnston, Department of Human Resources
Kerry Ko, Department of Human Resources
Donna Kotake, Department of Human Resources
John Kraus, Department of Human Resources
Ted Yamasaki, Department of Human Resources
Commission File
Commissioners' Binder
Chron
DPO List
Employee Organizations

11-23-10P03:00 80VD

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

A G E N D A

Regular Meeting
of
December 6, 2010

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON
TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

11-30-10A10:36 RQVD

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Civil Service Commission Meeting Agenda

Regular Meeting of December 6, 2010

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 6, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Donald A. Casper
Commissioner Morgan R. Gorrone
Commissioner Lisa Seitz Gruwell
Commissioner Mary Y. Jung

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of November 15, 2010

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

Annual Report on the Certification of Eligibles – Entry and Promotion – Uniformed Ranks of the San Francisco Police and Fire Departments. (File No. 0368-10-1) – Action Item

Recommendation: Accept the report.

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0364-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4053-10/11	Controller	\$10,000,000	Provide lease purchase financing and/or refinancing of essential capital equipment to be used by City Departments for governmental purposes.	Regular	02/28/13
4054-10/11	Police	\$347,200	Contractor will provide maintenance, as well as, design, engineering and consulting services on the Level II Message Switching Computer System (installed at the San Francisco Police Department) as required/requested by the Police Department.	Regular	03/09/15
4055-10/11	Port Commission	\$1,200,000	This work will be completed in four (4) phases to allow the greatest participation of city employees on this project. This project has complex variables such as historic structures in a marine environment with site contaminants. An integrated consultant team will prepare a site condition assessment that will facilitate work with city staff and the community stakeholders in developing a conceptual design plan with preliminary cost estimates and ultimately a detailed design for converting this seven (7) acre parcel within Pier 70 as a public park.	Regular	12/31/14
4056-10/11	Treasurer/ Tax Collector	\$200,000	Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue to audit and enforcement of UUT and ALT tax requirements; and provide tax revenue enhancement and detection services.	Regular	12/31/11
4057-10/11	Public Utilities Commission	\$350,000	The purpose of this contract is to provide professional services to SFPUC for purging, collection and monitoring of groundwater samples from wells and other support to the Groundwater Monitoring Program. Such services will include collection and transport to the testing lab of groundwater extracted from existing monitoring wells and production wells on a semi-annual basis to assist in the annual characterization of groundwater conditions and support of local and regional groundwater resource management throughout the SFPUC's water system including the Westside Basin in San Francisco and San Mateo Counties.	Regular	12/31/14

Civil Service Commission Meeting Agenda**Regular Meeting of December 6, 2010**

4058-10/11	Mayor's Office of Business & Economic Development	Increase Amount \$35,000 New Amount \$83,000	Provide technical services and generate reports to assist the City during negotiation of the proposed Park Merced Development Agreement. Conduct review and analysis of project pro forma assumptions, financial feasibility and the value of proposed community benefits package. Calculate the proposed project's net fiscal impact on the City's General Fund and other funds during the life of the Project, from construction through stabilized occupancy. A modification for amount and duration is request as the approvals schedule for the project has been delayed. Denial of these services would limit the City's ability to negotiate the best possible outcome for the public and substantially reduce the accuracy and appropriateness	Modi- fication	03/31/11
4101-07/08	Department of Technology	Increase Amount \$480,000 New Amount \$2,981,509	Will provide system software and special technical support services for the City's mainframe. We request approval of this modification to extend the duration and increase compensation due to a proprietary system application that the contractor provides to support the City's mission critical operations on the mainframe and the current migration efforts in process.	Modi- fication	06/30/12

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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- (8) Annual report on anticipated and actual numbers and classifications of "Promotive Only" examinations at the San Francisco Municipal Transportation Agency (SFMTA).
(File No. 0365-10-1) – Action Item**

Recommendation: Adopt the report.

REGULAR AGENDA

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- (9) Appeal by Juan M. Garcia on the rejection of his application for a 7253 Electrical Transit Mechanic Supervisor I position with the Municipal Transportation Agency due to not meeting the minimum qualifications. (File No. 0328-10-4) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Juan M. Garcia.

- (10) **Appeal by Blanca Daisy Estebez on the rejection of her application for the Welfare Fraud Investigator (Job Code 2966) examination due to not meeting the minimum qualifications. (File No. 0341-10-4) – Action Item**

November 15, 2010:

- (1) Continue to the meeting of December 6, 2010 to provide Appellant time to review the Staff Report.
- (2) Direct the Human Services Agency to proceed with the 2966 Welfare Fraud Investigator examination; Allow Ms. Estebez to participate in the examination but hold her results in abeyance pending the resolution of her appeal.

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Blanca Daisy Estebez.

- (11) **Hearing on Civil Service Reform Phase II Recommendations on Hiring: Reform #1 Access to Exempt Positions For Eligibles and Holdovers; and Reform #2 Setting of Certification Rules Based on Operational and Business Needs When Appropriate. (File No. 0356-10-1) – Discussion and Possible Action Item**

November 15, 2010: Schedule three separate sessions of Regular Commission meetings for hearing Reform recommendations on Hiring: Session 1 on Reform # 1 and #2; Session 2 on Reform #3; Session 3 on Reform #4, #5 and #6.

President Normandy instructed that comments of Commissioners on each of the Reform recommendations be provided for reference to Commissioners at the hearing, so as not to take time repeating comments.

Recommendation: Open for discussion.

- (12) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (13) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES Regular Meeting December 6, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:06 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrone	Present
Commissioner Lisa Seitz Gruwell	Not Present (Notified absence)
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

Antonio Huggins and Kevin Hughes, IBEW Local 6 spoke on the issue of the Municipal Transportation Agency utilizing a 7241 Senior Maintenance Controller instead of a 7287 Supervising Electrical Maintenance Technician to supervise 7329 Electronic Maintenance Assistant Supervisors.

APPROVAL OF MINUTES

Regular Meeting of November 15, 2010

Action: Approve. (Vote of 4 to 0)

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COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

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COMMISSIONER

6/10

HUMAN RESOURCES DIRECTOR'S REPORT**0368-10-1 Annual Report on the Certification of Eligibles – Entry and Promotion – Uniformed Ranks of the San Francisco Police and Fire Departments. (Item No. 5)**

Speakers: Micki Callahan, Human Resources Director
Dave Johnson, Department of Human Resources

Action: Accept the report. (Vote of 4 to 0)

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Anita Sanchez, Executive Officer reported that the Transition Summary on the Department has been submitted as requested by the Mayor's Office. The Department is operating on target of its approved budget and a detailed report will be provided on the Department's activities for the mid-year period ending December 31, 2010 at a later meeting.

0364-10-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

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Civil Service Commission Meeting Minutes

Regular Meeting of December 6, 2010

4057-10/11	Public Utilities Commission	\$350,000	The purpose of this contract is to provide professional services to SFPUC for purging, collection and monitoring of groundwater samples from wells and other support to the Groundwater Monitoring Program. Such services will include collection and transport to the testing lab of groundwater extracted from existing monitoring wells and production wells on a semi-annual basis to assist in the annual characterization of groundwater conditions and support of local and regional groundwater resource management throughout the SFPUC's water system including the Westside Basin in San Francisco and San Mateo Counties.	Regular	12/31/14
4058-10/11	Mayor's Office of Business & Economic Development	Increase Amount \$35,000 New Amount \$83,000	Provide technical services and generate reports to assist the City during negotiation of the proposed Park Merced Development Agreement. Conduct review and analysis of project pro forma assumptions, financial feasibility and the value of proposed community benefits package. Calculate the proposed project's net fiscal impact on the City's General Fund and other funds during the life of the Project, from construction through stabilized occupancy. A modification for amount and duration is request as the approvals schedule for the project has been delayed. Denial of these services would limit the City's ability to negotiate the best possible outcome for the public and substantially reduce the accuracy and appropriateness	Modification	03/31/11
4101-07/08	Department of Technology	Increase Amount \$480,000 New Amount \$2,981,509	Will provide system software and special technical support services for the City's mainframe. We request approval of this modification to extend the duration and increase compensation due to a proprietary system application that the contractor provides to support the City's mission critical operations on the mainframe and the current migration efforts in process.	Modification	06/30/12

Speakers:

Alice Villagomez and Lt. Greg Yee, San Francisco Police Department spoke on PSC #4054-10/11.
David Beaupre, Port Commission spoke on PSC #4055-10/11.
Greg Kato and Florence Mar, Treasurer/Tax Collector spoke on PSC #4056-10/11.
Prentice Jackson and Obiajulu Nzewi, Public Utilities Commission spoke on PSC #4057-10/11.
Michael Yarne, Mayor's Office of Business & Economic Development spoke on PSC #4058-10/11.

Action:

Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0365-10-1

Annual report on anticipated and actual numbers and classifications of "Promotive Only" examinations at the San Francisco Municipal Transportation Agency (SFMTA). (Item No. 8)

Speakers:

Clare Leung, Municipal Transportation Agency

Action:

Adopt the report. (Vote of 4 to 0)

0328-10-4 **Appeal by Juan M. Garcia on the rejection of his application for a 7253 Electrical Transit Mechanic Supervisor I position with the Municipal Transportation Agency due to not meeting the minimum qualifications. (Item No. 9)**

Speakers: Larry Dominguez, Municipal Transportation Agency
 Clare Leung, Municipal Transportation Agency
 Kevin Hughes, IBEW Local 6
 Juan Garcia, Appellant
 Antonio Huggins, on behalf of Appellant

Action: Grant the appeal by Juan M. Garcia. Accept his application as meeting the minimum qualifications to participate in the 7253 Electrical Transit Mechanic Supervisor I examination.
(Vote of 4 to 0)

0341-10-4 **Appeal by Blanca Daisy Estebez on the rejection of her application for the Welfare Fraud Investigator (Job Code 2966) examination due to not meeting the minimum qualifications. (Item No. 10)**

November 15, 2010: (1) Continue to the meeting of December 6, 2010 to provide Appellant time to review the Staff Report.
 (2) Direct the Human Services Agency to proceed with the 2966 Welfare Fraud Investigator examination; Allow Ms. Estebez to participate in the examination but hold her results in abeyance pending the resolution of her appeal.

Speakers: None.

Action: Postpone to the meeting of December 20, 2010 at the request of the Human Services Agency. (Vote of 4 to 0)

0356-10-1 **Hearing on Civil Service Reform Phase II Recommendations on Hiring: Reform #1 Access to Exempt Positions For Eligibles and Holdovers; and Reform #2 Setting of Certification Rules Based on Operational and Business Needs When Appropriate. (Item No. 11)**

November 15, 2010: Schedule three separate sessions of Regular Commission meetings for hearing Reform recommendations on Hiring: Session 1 on Reform # 1 and #2; Session 2 on Reform #3; Session 3 on Reform #4, #5 and #6.

President Normandy instructed that comments of Commissioners on each of the Reform recommendations be provided for reference to Commissioners at the hearing, so as not to take time repeating comments.

0356-10-1 (continued)

Speakers:

Micki Callahan, Human Resources Director
Jennifer Johnston, Department of Human Resources
Anita Sanchez, Executive Officer
Ging Louie, IFPTE Local 21
John Kraus, Department of Human Resources

Action:

Reform #1 – The Commission acted to amend the “Procedures and Guidelines for Making Exempt Appointments Under Charter Sections 10.104-16; 10.104-17; and 10.104-18” to allow for an eligible and holdover to be appointed to a temporary exempt position, provided that the eligible or holdover does not lose his/her status as an eligible or a holdover; and, Directed the Executive Officer to reissue the Memo reflecting this clarification. (Vote of 4 to 0)

Reform #2 – No action was taken by the Commission after a lengthy hearing on the proposal for broader certification rules based on operational and business needs. The Commission directed the Executive Officer to meet with interested and affected parties and with some consensus reached on this and other Reform proposals continue to a next feasible meeting.

Note:

President Normandy requested the Reform proposal on employee bumping rights and holdover status be scheduled for hearing at the meeting of December 20, 2010. Department of Human Resources indicated the staff report will be submitted to the Commission by Friday, December 10, 2010.

COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS (Item N0. 12)

Commissioner Casper requested an Inspection Service on the assignment of supervisory duties that are not in the job description for classification 7241 Senior Maintenance Controller at the Municipal Transportation Agency.

ADJOURNMENT (Item No. 13)

4:34 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

December 10, 2010

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: HEARING ON CIVIL SERVICE REFORM PHASE II
RECOMMENDATIONS ON LAYOFFS/BUMPING: PROPOSAL TO
ELIMINATE INTERDEPARTMENTAL (CITYWIDE) BUMPING.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on December 20, 2010 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the regular agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Micki Callahan, Human Resources Director
Jennifer Johnston, Department of Human Resources
Kerry Ko, Department of Human Resources
Donna Kotake, Department of Human Resources
John Kraus, Department of Human Resources
Ted Yamasaki, Department of Human Resources
Commission File
Commissioners' Binder
Chron
DPO List
Employee Organizations

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ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
December 20, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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PUBLIC NOTICE:

The Commission will hold its holiday luncheon on Monday, December 20, 2010 at 12:00 noon at Caffè Delle Stelle, 395 Hayes Street. No Commission business will be discussed or actions taken. Members of the public may attend solely to hear and observe the luncheon. For more information, please contact the Commission's Executive Officer.

Regular Meeting
of
December 20, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON
TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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Civil Service Commission Meeting Agenda

Regular Meeting of December 20, 2010

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 20, 2010
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Donald A. Casper
Commissioner Morgan R. Gorrone
Commissioner Lisa Seitz Gruwell
Commissioner Mary Y. Jung

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of December 6, 2010

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0373-10-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4059-10/11	Public Health	\$115,000	Services of an International Board Certified Lactation Consultant (IBCLC). The consultant will provide oversight, technical support, and training for Breastfeeding Peer Counselors, identifies key community partners such as delivery hospitals, healthcare organizations, and providers and establish referral system connecting WIC-eligible clients to Peer Counselor services, leading efforts to educate community partners, delivery hospitals and health providers about breastfeeding and the breastfeeding support services offered by WIC and by the Peer Counselor Program Collaboratives, and the support efforts of the Peninsula Regional Breastfeeding Collaborative representative.	Regular	12/31/12
4060-10/11	Public Utilities Commission	\$90,000	Proposed work includes assisting the SFPUC with providing education and training services to economically disadvantaged residents of San Francisco to prepare them for employment in the field of construction by performing maintenance on SFPUC owned and operated facilities, located in remote locations in the upper watershed of the Hetch Hetchy Water System and other City properties including Camp Mather, located near Yosemite National Park.	Regular	12/20/13
4061-10/11	Public Utilities Commission	\$300,000	Perform annual preventive maintenance on approximately 30 Limitorque valve actuators at various San Francisco locations. Visual inspection of interior and exterior, re-set limit switches, inspect and/or replace gear lubrications and electrical connections, repair and/or adjust valve position sensor. Removal and replacement of non-operational actuators, actuator motors and/or actuator control panels. Clean and re-furbish non-installed actuators. Supply necessary confined space safety equipment and materials for work on installed actuators. All City actuators are installed below street level in concrete vaults. Provide repair parts and materials for actuators.	Regular	12/01/13
4028-07/08	City Planning	Increase Amount \$0 New Amount \$1,000,000	Will provide historic resources survey and architectural design services to complete the long-range planning effort of generating a city-wide inventory of buildings and areas of architectural, historical and cultural significance.	Modification	06/30/12

Civil Service Commission Meeting Agenda

Regular Meeting of December 20, 2010

4059-06/07	City Planning	Increase Amount \$0 New Amount \$480,000	Will employ modeling, window and shadow analysis to recommend new planning policies and controls for development and will identify mechanisms to harness area development to contribute funding to the Transbay Transit Center project. Denial of approval of this term extension would result in an inadequate period for the selected firm to perform the needed services, jeopardize the receipt federal funds through the TJPA, and further delay the provision of these services that are a vital piece in the cooperative effort between the City, the TJPA, and the San Francisco Redevelopment Agency for the new Transbay Terminal and associated plan area.	Modification	12/31/11
4049-03/04	Public Utilities Commission	Increase Amount \$425,000 New Amount \$925,000	This contract assembles the Calaveras Technical Advisory Panel (CTAP) consisting of technical experts in fields related to the planning, design, and construction of dams and appurtenant structures. The panel provides independent expertise in areas including: seismology, engineering geology, geotechnical engineering, dam engineering, design & construction. This panel reviews major deliverables produced by the engineering consultant for the project, provides critical feedback to the San Francisco Public Utilities Commission (SFPUC) on those reports, and comments on overall project direction. SFPUC Resolution #03-0117 requires staff to assemble the CTAP, comprised of technical experts in the planning, design, and construction of dams and appurtenant structures to provide an independent review of project approach, recommendations, and other project deliverables prepared by the engineering consultant for the project. The review by the CTAP is essential for the SFPUC to guide the project in the appropriate direction for the City, and its customers who rely on the Calaveras Reservoir as a vital component of the water delivery system.	Modification	01/31/12
4156-08/09	Public Utilities Commission	Increase Amount \$4,000,000 New Amount \$26,000,000	The original scope provides professional construction management services to oversee the Peninsula Regional Water System Improvement Program (WSIP) construction projects, on behalf of the SFPUC. The work includes oversight of eight (8) construction projects, comprised of two (2) valve lots, two (2) pipelines, a transmission system upgrade, dam improvements, a pump station, and modifications to existing water treatment structures within the Peninsula Region. The modification amount includes CM services to oversee the work at eleven HRP sites: Homestead Pond, Skyline Boulevard, San Andreas Reservoir, Upper San Mateo Creek, Skyline Quarry, Adobe Gulch Creek South, Boat Ramp North, Adobe Gulch, Boat Ramp South, Half Moon Bay/Pilarcitos, and Sherwood Point mitigation sites. The new work will be performed under separate construction contracts for planting of numerous trees and specialty plantings, grading, drainage control, bridge installation, pipelines and other ancillary facilities. The SFPUC does not have the personnel resources to perform all of the required work in a timely manner, nor could enough new City hires be added to meet the timing or the requirements of the limited duration and specialized expertise for this proposed work effort.	Modification	12/31/15

File No. 0373-10-8 (continued)

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (8) **Appeal by Blanca Daisy Estebez on the rejection of her application for the Welfare Fraud Investigator (Job Code 2966) examination due to not meeting the minimum qualifications. (File No. 0341-10-4) – Action Item**

November 15, 2010: (1) Continue to the meeting of December 6, 2010 to provide Appellant time to review the Staff Report.
(2) Direct the Human Services Agency to proceed with the 2966 Welfare Fraud Investigator examination; Allow Ms. Estebez to participate in the examination but hold her results in abeyance pending the resolution of her appeal.

December 6, 2010: Postpone to the meeting of December 20, 2010 at the request of the Human Services Agency.

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Blanca Daisy Estebez.

- (9) **Hearing on Civil Service Reform Phase II Recommendations on Layoffs/Bumping: Proposal to Eliminate Interdepartmental (Citywide) Bumping. (File No. 0374-10-1) – Discussion and Possible Action Item**

Recommendation: Provide direction to its Executive Officer on how to proceed; request clarification and/or additional information on merit system impact of eliminating interdepartmental bumping; take action whether to accept, reject, or amend Department of Human Resources proposal to eliminate interdepartmental bumping.

- (10) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (11) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES Regular Meeting December 20, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:12 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrone	Present
Commissioner Lisa Seitz Gruwell	Present
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

Joe Brenner, IFPTE Local 21 requested that Item #9 be taken out of order.

APPROVAL OF MINUTES

Regular Meeting of December 6, 2010

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

The Executive Officer announced that due to the Martin Luther King Day holiday, there will be only one meeting in January to be held on January 3, 2011. If necessary, the Commission will hold Special meetings to conduct/address any emergency matters.

GOVERNMENT
DOCUMENTS DEPT

DEC 24 2010

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HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report.

**0373-10-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4059-10/11	Public Health	\$115,000	Services of an International Board Certified Lactation Consultant (IBCLC). The consultant will provide oversight, technical support, and training for Breastfeeding Peer Counselors, identifies key community partners such as delivery hospitals, healthcare organizations, and providers and establish referral system connecting WIC-eligible clients to Peer Counselor services, leading efforts to educate community partners, delivery hospitals and health providers about breastfeeding and the breastfeeding support services offered by WIC and by the Peer Counselor Program Collaboratives, and the support efforts of the Peninsula Regional Breastfeeding Collaborative representative.	Regular	12/31/12
4060-10/11	Public Utilities Commission	\$90,000	Proposed work includes assisting the SFPUC with providing education and training services to economically disadvantaged residents of San Francisco to prepare them for employment in the field of construction by performing maintenance on SFPUC owned and operated facilities, located in remote locations in the upper watershed of the Hetch Hetchy Water System and other City properties including Camp Mather, located near Yosemite National Park.	Regular	12/20/13
4061-10/11	Public Utilities Commission	\$300,000	Perform annual preventive maintenance on approximately 30 Limitorque valve actuators at various San Francisco locations. Visual inspection of interior and exterior, re-set limit switches, inspect and/or replace gear lubrications and electrical connections, repair and/or adjust valve position sensor. Removal and replacement of non-operational actuators, actuator motors and/or actuator control panels. Clean and re-furbish non-installed actuators. Supply necessary confined space safety equipment and materials for work on installed actuators. All City actuators are installed below street level in concrete vaults. Provide repair parts and materials for actuators.	Regular	12/01/13
4028-07/08	City Planning	Increase Amount \$0 New Amount \$1,000,000	Will provide historic resources survey and architectural design services to complete the long-range planning effort of generating a city-wide inventory of buildings and areas of architectural, historical and cultural significance.	Modification	06/30/12

Civil Service Commission Meeting Minutes

Regular Meeting of December 20, 2010

4059-06/07	City Planning	Increase Amount \$0 New Amount \$480,000	Will employ modeling, window and shadow analysis to recommend new planning policies and controls for development and will identify mechanisms to harness area development to contribute funding to the Transbay Transit Center project. Denial of approval of this term extension would result in an inadequate period for the selected firm to perform the needed services, jeopardize the receipt federal funds through the TJPA, and further delay the provision of these services that are a vital piece in the cooperative effort between the City, the TJPA, and the San Francisco Redevelopment Agency for the new Transbay Terminal and associated plan area.	Modification	12/31/11
4049-03/04	Public Utilities Commission	Increase Amount \$425,000 New Amount \$925,000	This contract assembles the Calaveras Technical Advisory Panel (CTAP) consisting of technical experts in fields related to the planning, design, and construction of dams and appurtenant structures. The panel provides independent expertise in areas including: seismology, engineering geology, geotechnical engineering, dam engineering, design & construction. This panel reviews major deliverables produced by the engineering consultant for the project, provides critical feedback to the San Francisco Public Utilities Commission (SFPUC) on those reports, and comments on overall project direction. SFPUC Resolution #03-0117 requires staff to assemble the CTAP, comprised of technical experts in the planning, design, and construction of dams and appurtenant structures to provide an independent review of project approach, recommendations, and other project deliverables prepared by the engineering consultant for the project. The review by the CTAP is essential for the SFPUC to guide the project in the appropriate direction for the City, and its customers who rely on the Calaveras Reservoir as a vital component of the water delivery system.	Modification	01/31/12
4156-08/09	Public Utilities Commission	Increase Amount \$4,000,000 New Amount \$26,000,000	The original scope provides professional construction management services to oversee the Peninsula Regional Water System Improvement Program (WSIP) construction projects, on behalf of the SFPUC. The work includes oversight of eight (8) construction projects, comprised of two (2) valve lots, two (2) pipelines, a transmission system upgrade, dam improvements, a pump station, and modifications to existing water treatment structures within the Peninsula Region. The modification amount includes CM services to oversee the work at eleven HRP sites: Homestead Pond, Skyline Boulevard, San Andreas Reservoir, Upper San Mateo Creek, Skyline Quarry, Adobe Gulch Creek South, Boat Ramp North, Adobe Gulch, Boat Ramp South, Half Moon Bay/Pilarcitos, and Sherwood Point mitigation sites. The new work will be performed under separate construction contracts for planting of numerous trees and specialty plantings, grading, drainage control, bridge installation, pipelines and other ancillary facilities. The SFPUC does not have the personnel resources to perform all of the required work in a timely manner, nor could enough new City hires be added to meet the timing or the requirements of the limited duration and specialized expertise for this proposed work effort.	Modification	03/31/14

- Speakers:** Jacquie Hale, Department of Public Health spoke on PSC #4059-10/11.
Pauson Yun and Tom Reed, Public Utilities Commission spoke on PSC #4061-10/11.
Carol Isen and Emad Mansour, Public Utilities Commission and Larry Wong, IFPTE Local 21 spoke on PSC #4156-08/09.
- Action:**
- (1) Adopt the report; Approve request for PSC #4156-08/09 on the condition that the Public Utilities Commission will continue to engage in discussions with IFPTE Local 21 regarding the availability of the subject work that may be performed by civil service classifications; further, within six (6) months, the Public Utilities Commission will report to the Commission on the direction of such discussions with IFPTE Local 21. Notify the Office of the Controller and the Office of Contract Administration. (Vote to 5 to 0)
 - (2) Adopt the report; Approve request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote to 5 to 0)

0341-10-4 Appeal by Blanca Daisy Estebez on the rejection of her application for the Welfare Fraud Investigator (Job Code 2966) examination due to not meeting the minimum qualifications. (Item No. 8)

- November 15, 2010:
- (1) Continue to the meeting of December 6, 2010 to provide Appellant time to review the Staff Report.
 - (2) Direct the Human Services Agency to proceed with the 2966 Welfare Fraud Investigator examination; Allow Ms. Estebez to participate in the examination but hold her results in abeyance pending the resolution of her appeal.
- December 6, 2010: Postpone to the meeting of December 20, 2010 at the request of the Human Services Agency.
- Speakers:** Robert Thomas, Human Services Agency
Daisy Estebez, Appellant
Tony Miguel, SEIU Local 1021
- Action:**
- 1) Continue to the meeting of January 3, 2011; 2) Directed the Human Services Agency to admit Blanca Estebez to the upcoming 2966 Welfare Fraud Investigator examination and she be placed under waiver pending a final determination by the Commission as to whether she in fact meets the minimum qualifications for Class 2966; 3) All materials pertaining to this hearing must be made available to the Commissioners prior to the next meeting; 4) The Commission stipulated this will be the last continuance granted. (Vote of 5 to 0)

0374-10-1

**Hearing on Civil Service Reform Phase II Recommendations on Layoffs/Bumping:
Proposal to Eliminate Interdepartmental (Citywide) Bumping. (Item No. 9)**

- Speakers:**
- (1) **Anita Sanchez**, Executive Officer informed the Commission that correspondence has been received from several employee organizations and numerous emails and phone calls from individuals requesting this item be postponed to a later meeting and/or opposing the proposal.
 - (2) **Albert Sandoval**, Carpenters Local 22 member, stated he felt blind-sided of this hearing and questioned whether the employees have been strong-armed without their knowledge. He strongly urged the Commissioners to vote against this proposal.
 - (3) **Tim Paulson**, Executive Director, San Francisco Labor Council, stated that on behalf of public and private sector unions, all are absolutely against this resolution.
 - (4) **Vincent Harrington**, Attorney for SEIU Local 1021 stated that he concurs with the comments made by Tim Paulson. He reminded the Commission that his clients assisted the Commission in the litigation which attacked this very merit system within the last twelve months. It was made very clear by SEIU Local 1021 as well as IFPTE Local 21 that this is a critical system that works effectively, that does not interfere with the rights and retained obligations of management and rather permit the employees to protect themselves in these adverse times. It cannot be underestimated what the value of this system is its dependability and its reliability and most importantly, its objectivity that an individual may retain his or her job, not because they are a favorite but rather, they're in a classification and doing it well, they have seniority which is objectively determined. That is a critical principle, particularly in these uncertain times. Requests the Commission to take this issue very carefully under consideration and understand what a momentous change this really is as proposed by the City.
 - (5) **Bob Muscat**, Chair of the Public Employees Committee, San Francisco Labor Council, also Executive Director, IFPTE Local 21. Does not believe this is the start of any dialog. If anyone was interested in talking about problems related to this or any other issue, this is not the way they would have approached it. He thanked all those in attendance who are not going to let anyone behind the scenes try and move this kind of proposal without anyone paying attention to it. That is not the start of a constructive dialog, it actually insults the processes that we've gone through over the last few years to help the City under some difficult economic circumstances because we know that the fate and future of the City is also our fate and future as well. For a proposal like this to come down without any warning or advance notice to people is totally unfair and not acceptable. If anybody wants to have a dialog this is not the way to get started.

- (6) **Margot Reed**, SEIU Local 1021 stated that one of the things the Commission has done in the past is to have a special hearing for a specific thing, especially something that's going to have as much impact as this. She suggested the Commission set aside time specifically for this issue to be heard so that a complete and thorough discussion including attorneys, witnesses and stakeholders are in attendance.

Larry Mazzola, Jr., Assistant Business Manager, Plumbers and Pipefitters Union Local 38 stated that Local 38 City employees have given back to the City for seven of the last nine years and they will also be giving back again in Fiscal Year 11-12. They feel that they have done their part to collectively try to solve the City's budget deficit and have already committed to sit down with the City to discuss the pension and health and welfare issues and have already begun the process. He continued that a Rule change of this magnitude requires collective bargaining because it is a change in the condition of employment. Even Micki Callahan, Human Resources Director who is present realizes this is a negotiated item, as stated in her memo to the Commission saying that "the City will seek to negotiate elimination of bumping rights with the unions during contract negotiations for 2012." He respectfully asks that this item be taken off of today's agenda.

- (8) **Art Gonzalez**, Machinists Business Representative asked the Commission to vote no on the elimination of Citywide bumping. The City will lose its greatest resource, your workforce. There is no succession plan for people that rebuild, replace and repair equipment. He also agreed with all the previous speakers.
- (9) **Sylvia Alvarez-Lynch** agreed that no discussion, no workshop should be even considered. You are violating the basic underpinnings of the Civil Service Rules and regulations for City and County employees. The Department of Human Resources has more or less given the Labor force a slap in the face by scheduling this during the holiday season when most people who are affected are on vacation and away from the City with little or no notice or voice. There was no notice to the unions, there was no opportunity to meet and confer. Any type of change affecting workers' conditions of employment mandates a meet and confer. The Charter, that needs to be brought into play. This is a carveout, this is a violation only open to the vote of the City and County residents. It is not lost to her that this is scheduled prior to any layoffs next year. It is also not lost to her that most of the affected workers with seniority and bumping rights are over the age of forty, a protected class. The ramifications and dissemination is such a historical event of bumping and seniority rights being eliminated will force those over forty to more or less think of retiring because they will have no option.

Has anyone thought of the huge financial ramifications that will be placed on the Retirement and Health Service System? She urged that any discussion on this subject not be continued and she also agreed that Labor must be given final notice as to anything that states that their seniority and bumping rights are going to be eliminated. The continued dissemination of Civil Service Rules and regulations is not lost upon her and others that this will only weaken a fair and equitable playing field for people who work in the City and County of San Francisco and that privatization is not Privatization will be the next step.

- (10) **Reuben Johnson**, Department of Public Works. He stands before the Commission with 23 ½ years of service. Was formerly with the United States Navy. He stated that basically with the Civil Service system as it stands with its modification is a program, in the group that he represents has eliminated a lot of ambiguity in the employment market which is a battlefield now. It also imparts regimentation within its rank and file. If you try to change the Rules in the middle of the stream, you're going to get triple the response you're getting today. He wholeheartedly recommends that the Commission give a thumbs down on the measure.
- (11) **Steve Budai** as a private citizen concurs with all the statements by the previous speakers. This measure would cost the City over a billion dollars.

- (12) **Charles Belov** pointed out that if the Commission did not plan to make a decision today, why does the agenda say "Discussion and Possible Action"? He is a City employee not just an MTA employee.
- (13) **Mercedez Hernandez**, took exception to some of the newspaper articles going around that laid off people are not qualified. You have to pass the examination so how can you say they're not qualified. When people have to bump into a different position, it's not because they don't qualify, it's because they don't know the procedures and policies which is why there is a probationary period. A number of the employees from Grupo Presente have been laid off four or five times, not because they didn't know the job but because by the time they got to the position, people were upset with the fact they had to bump in, they had no resources, no training and all of a sudden they said they're not a good match for the position.
- (14) **Eric Omokaro**, stated that he is not the regular filer of this kind of hearing but he was alarmed when he heard about the hearing. He stated that if this had happened in 2008, he could have been a victim. Two years ago, his position of seven years was eliminated in a small department who had no requisition for him. He could have been laid off if he did not have a previous class to bump into. This proposal in his opinion has no value and should not be considered. He does not see how it could possibly benefit the City when you have resources invested in people to train and get them into specialist positions and then dump them after thirty years of service.
- (15) **Mike Brown**, Senior Field Representative, Carpenters Local 22 stated that our public sector representative was notified of this agenda item on Friday and that's one of the things I'm hearing from others. They were not notified with adequate time to prepare a response to present today. He stated that he concurs with all the previous speakers and believes this needs to be done in a more public manner and through due process.
- (16) **Douglas Bias**, Class 7346 Painter stated that he read the December 20th draft report conducted by Anita Sanchez and one of the scenarios outlined where a single employee in a single department would be effectively put out and that's his scenario. He knows other guys in his bargaining unit, that's their scenario as well. They have other issues ongoing as well, a pending unfair practice charges with the State. He's concerned about how any action on this item would affect the terms and conditions of employment regarding the outcome of the charges. He concurs with everything he has heard and doesn't want to see civil service employment be put back in the hands of the public sector and corrupt officials. He recommends that the Commission reject this proposal today.
- (17) **Bradley Wiedmaier** speaking as a citizen of District 6 and also as a member of the San Francisco Peace and Freedom Party Central Committee (SFPFPCC). He read a resolution stating that the SFPFPCC protest the Civil Service Commission's proposal to attack seniority rights in departments and support the speak-out by United Public Workers for Action in rank and file San Francisco City workers. He added that this is not the way to start a process and should send back to the Department of Human Resources their proposal. The concerns about demoralization are not caused by bumping but by the tremendously outrageous cuts that are coming down in City services. He urged the Commission to reject this proposal and in the future the rank and file members of the unions be consulted at the very beginning of the process and not at the end.
- (18) **Steve Zeltzer**, retired City worker and also a member of United Public Workers for Action stated that he thinks this is a sneak attack on the public workers of San Francisco. They have been under attack by the Mayor, Mayor Newsom who appointed the Chair and who appointed the Human Resources Director blaming them for this crisis. They've attacked the Muni drivers and he feels it's time for the public to stand up and fight back. They are not responsible for this crisis. He said we should get some Labor people, some union people on this Commission instead of corporate representatives. There is an effort now in this country to bankrupt the cities and then say 'we're going to get rid of the contracts. We're going to get rid of unions. Why is it that the public workers are forced to take furloughs and layoffs? We need to unite the public workers to fight these attacks.

- (19) **Frank Martin del Campo**, SEIU Local 1021 stated that this proposal is outrageous and offensive. He agreed with all of the past speakers and added that in the City's recommendation, it states that City workers MAY not be qualified. They do not assert that is the case, they don't tell you what they've done to get them qualified, they don't tell you about the managerial neglect of the public sector that does not train employees. So, he asked the Commission to look at the foundation of this proposal and on that basis today reject it.
- (20) **Daniel Carlin**, Local 22, Recreation & Parks Department Carpenters Shop Steward spoke on behalf of all workers from his shop definitely oppose the resolution.
- (21) **Daniel Feerick**, Chief Steward, Laborers Union Local 261, at Department of Public Works, agrees with all the previous speakers. If this proposal passes, you open people up to a litany of abuses; nepotism, favoritism, you pick an 'ism'. Do you want to work here? How badly? This protects the worker as well as the City itself from a lot of litigation.
- (22) **Fernando Leal**, Technician with the MTA and IBEW Local 6 member stated they are very upset and outraged by this process. Their members also work in many departments; Airport, Water, Municipal Transportation Agency, etc. and have not been able to move into those departments except during layoffs and now you're going to make that impossible.
- (23) **Angela Thomas** spoke on behalf of San Francisco City College and Unified School District. This system was a system that people had faith in and believed in. Now, based on the last several rounds of bargaining that has taken place, they know that their livelihood can be taken away. Civil Service was the last frontier. It was fair. It looked out for every body and now that seems to be going away also.
- (24) **Larry Griffin**, requested that the meeting be postponed to a later date. The timing of this meeting, coupled with the short notice is intended to circumvent the participation of the people whom this action will affect the most. As a City employee, the result of this item will have a major impact on the career and livelihood of thousands of workers. Seniority is at the heart of civil service and people have come to rely on it and built on it over the years.
- (25) **Ging Louie**, IFPTE Local 21 inquired about the history of the elimination of bumping for every employee and not just managers.
- (26) **Vice President Donald A. Casper**: The proposal for the elimination of interdepartmental bumping across the board is new to him and new to this Commission. He indicated that he has gone through all of the pertinent documents and memos produced during this Reform process beginning in the Spring 2005 and has not spotted the elimination of interdepartmental bumping for any, save managers.
- (27) **Micki Callahan, Human Resources Director**: This proposal was submitted to the Commission as she recalls in March 2009 in a report detailing a number of follow-up recommendations.
- (28) **President E. Dennis Normandy**: These are precisely the kind of fact finding we need to do. Rather than use up time in discussions I would prefer that the time be used in taking the testimony.
- (29) **Dean Coate**, President IFPTE Local 21, stated that he agrees with the previous speakers and feels this is a bad proposal and bad beginning to a process that could have been done in a more cooperative and respectful manner.
- (30) **Roger Varela**, Human Services Agency and member of IFPTE Local 21 stated that there is a reason why bumping rights exist. The workers fought for those rights, we gave a lot of things for those rights. He stated that he was present in the negotiations in 1994 on Saturdays with his children. So this issue is very dear to his heart when you try to snatch it away just like that. He is not blaming the Commission per se, but he is blaming the powers that be. He urged the Commission to please do the right thing.
- (31) **Commissioner Gorrano**: When the Commission is up for its budget every year and its being cut to nothing, all of you should watch the calendar and have this kind of interjection into the process. If you want to protect the civil service system, that's what you need to do, come and stand up for it. We have a very tiny budget as it is now.

- (32) **Carmen Herrera**, Delegate for IFPTE Local 21 and former member of the Commission on the Status of Women. She is speaking against this proposed reform because it would be detrimental to long term employees, women and older employees who have good standing and dedicated to serving as public servants.
- (33) **Joseph Majer**: City employee and member of Carpenters Local 22 spoke against the proposal. It is not the reform of civil service, it is the destruction of civil service. What point is there of a civil service system if we're not going to have seniority and ensure that workers who perform the job can keep their job?
- (34) **Sin Yee Poon**: Chief Elective Officer of SEIU Local 1021 is a City employee on leave. She stated that City wide bumping is one of those basics that we build the merit system on. Seniority and having an objective basis of evaluating employees is really a cornerstone of the merit system. Doing away with Citywide bumping and the rights of the employees who are experienced in the job classifications and the work they do is clearly not in the interest of preserving the merit system.
- (35) **Robert Thomas**, Director Human Services Agency stated that while he has a great deal of regard for Director Callahan, he does not work for her. I rise to add a little historical perspective. There was a time when interdepartmental bumping was only available to those who had five years of service. Currently, under the civil service rules there are all sorts of things that happen when layoffs occur. He would hope that with the Commission's desire to keep these proceedings civil that we not lose sight of that fact and that we remain open to the ideas of change. Public employees are under attack in this country. If we want to maintain the principles of the merit system we need to be open to new ideas and this is one.
- (36) **Vitus Leung**, General Services Agency spoke on civil service reform in general rather than this particular proposal. He stated that he has reviewed this round of the reform and would like to make a full disclosure: He was involved with the modern day civil service reform dating back to 2003 and that set of reforms has been memorialized in writing and the MOU. He stated that this reform is a continuation of all the good work that has been put together, the Commission, the City and all the affected unions and I see this as the continuation of a dialog. He feels this reform will give us an opportunity for some realistic and intelligent discussions about what is wrong with the system and to minimize the chance of going backwards doing business as usual. He feels the system as it stands has room for major improvements whether we're talking about bumping or the extension of the list.
- (37) **Martha Hansen** works for the Public Utilities Commission at the Southeast Plant and this is her third layoff. She has heard no alternatives for remaining in City employment if bumping is eliminated and it is very scary.
- (38) **Stephanie Cain** from the San Francisco Unified School District stated that we have a lot of labor partners here today and they're very conscious of their fear around the subject. The School District is very interested in some kind of reform in this area that would take into account our different business needs and mission. She stated that they see a lot of negative impact on their business operations when there is a large layoff at the City.
- (39) **Susanne Rodriguez-Corns** is a thirty year employee who works for Health Service System who stated on behalf of herself and her employees at the Health Service System, this is a bad proposal. She concurs with all previous speakers.
- (40) **Michael Brown**, Human Resources Professional with the Department of Public Health spoke on behalf of the Health Department stated that he is glad the Commission is looking into this issue and he appreciates the unions coming forward and talking about the seniority issues. He is willing to come back and share some of the stories in the Health Department related to bumping.
- (41) **Terrence Dunnigan**, Ironworkers Local 377 stated that he heard someone say recently "we'll be stronger, greater and more efficient." What that means is they want to cut people's jobs. Everyone has families and they came to the City for a reason; they wanted stability and a seniority system. A lot of people are going to be upset if this passes.

- (42) **Anita Madrigal**, a sixteen year employee who has had eight jobs in the last four years due to bumping and reclassification. When the department decided to close out the clerical positions at the Department of Public Health, she was one of the people who lost. She was always optimistic, thinking it's going to get better. She's been promoted, demoted, reassigned, reclassified and finally in the last job she didn't pass probation. What this does for the emotional part of us, where this has landed her is in therapy. She is so stressed out and feel so incompetent, she lacks in being the person that she was. She urged the Commission to reconsider because this is a bad move to make for City employees.
- (43) **Jennifer Johnston**, on behalf of the Department of Human Resources stated that it's true that many times employees don't get advance notice about layoffs because one layoff action will cause a full chain of events but we do try to give as much notice as possible. It can be as little as one day and that's an unfortunate by-product of the current system we have. She gave a brief synopsis on how bumping works and pointed people to the DHR website for more information.
- (44) **President Normandy** thanked Jennifer Johnston for making the points of clarification on bumping. He feels that some of the intensity in the room can be attributed to a lack of understanding or false information. For those in the unions with the Public Utilities Commission who are involved in the 4.5 billion retrofit with the Water System, should know that he is going to be absolutely fair. He also stated that he takes exception to the idea that they're trying to pull something off. The Commission is committed by Charter to make sure that we protect the people in the system. The Commission has a larger obligation to the citizens of San Francisco. We are not going to vote today as I established early on. Some of the language in the agenda may have been misunderstood simply because there is always the possibility of an action.
- (45) **Bob Muscat** IFPTE Local 21 apologized for speaking out of turn but there is no justification that this was introduced in 2005 to just show up with no notice to anyone December 20, 2010. It is totally inappropriate for this to appear on your agenda at this time and we do not accept that explanation.
- (46) **Vice President Casper** stated that he has gone through the documents generated during the Civil Service Reform process and with the exception of possibly missing a document for March 2009, he began by stating that the elimination of departmental bumping first appeared on the radar screen in a March 10, 2005 article in the San Francisco Examiner quoting unnamed sources in the Department of Human Resources. The elimination of interdepartmental bumping was among the items, according to the Examiner which was to be put on the table. He went on to outline each additional meeting and its subject matter pertaining to Civil Service Reform, ending with December 20, 2010, as the first appearance of the mention of the elimination of citywide interdepartmental bumping.

On November 8, 2010 the Department of Human Resources sent a memo to this Commission in which it laid out six specific recommendations for Phase II of Civil Service Reform. Interdepartmental bumping was not mentioned. At the request of the Department of Human Resources, this Commission placed on today's agenda the Proposal for the Elimination of Interdepartmental Bumping beyond MEA represented employees. According to his research, and again there could be a March 2009 memo that he does not have, this is the very first time in the whole history of Civil Service Reform that the proposal for the elimination of interdepartmental bumping for other than managerial employees have ever been floated and by reason of that, he is am very, very concerned at the manner in which the proposal has now been suddenly placed on the table. At the last Commission meeting, it was determined that President Normandy and he would meet with the Department of Human Resources to set up a schedule for the consideration and action on each of the six proposals which was put forward on November 8th, actually five of the proposals because we already acted on one concerning a clarification of appointments from the holdover roster to Category 17 temporary exempt positions. The meeting is set for next week but this is the first time

on his radar screen that the elimination of interdepartmental bumping across the board has ever surfaced.

- (47) **President Normandy:** I look to Vice President Casper for a lot of institutional memory, he and Commissioner Gorrone. The comments highlighted by VP Casper is that this is coming to us as newly as it is coming to you. So again, I repeat, this is just the beginning of the process.
- (48) **Clark Bell**, an active City employee and member of IFPTE Local 21 stated that he is concerned and feels everyone has been blind sided by this whole process.
- (49) **VP Casper** stated that what has to be determined is whether the order of layoff rules are a civil service carve-out subject only to this Commission's action following mandatory meet and confer in that the history of citywide bumping is fairly recent but it's complicated. Prior to an arbitration conducted by Sam Kagel in this general area, bumping rights did exist in various MOU's and they may still exist as a kind of link to a period when it was uncertain whether bumping rules/order of layoffs was a civil service carveout. This is very complicated matter.
- (50) **Peter Gabancho** is a member of IFPTE Local 21 and thanked the SFUSD for sending them an excellent electrical engineer who bumped into his department during the last round of layoffs and is now a productive member of their group. So not all bumping stories end in horror and tragedy. Secondly, layoffs and bumping can be very disruptive to a department but it is disruptive to families and people's personal lives as well. It should not be an easy decision for a manager to decide to lay people off and to make it easier to lay people off does not help anyone. The Civil Service system is as much to protect the citizens of San Francisco from graft and nepotism as it is for any other reason.
- (51) **President Normandy** directed that a three person task force be formed headed by the Executive Officer and joined by the Human Resources Director as well as our representative from the City Attorney's Office to come back at the first meeting in February with a proposal that can be discussed in open session as to the time frame for the discussions on this matter. Further, highlight whatever might be necessary by way of looking at individual union contracts and Charter provisions that might come into play. It is obvious from this meeting today that this should have been done before this was ever put on the agenda. He also requested an opinion from Vice President Casper given his institutional memory as to whether this approach might be feasible.
- (52) **VP Casper** stated that whatever the process turns out to be must include a series of informal meetings where discussion can take place outside of the straight jacket both procedurally and time wise of Civil Service Commission or any other commission hearings. A task force such as President Normandy has described is needed so that these complex issues can be discussed in a way that all complex issues are discussed; you sit down, you talk to each other, you argue, you pick up the phone and call someone else who knows more about it than you do, you go do some reading, come back and argue some more and that's the way complex issues get determined. We need an informal mechanism.
- (53) **Deputy City Attorney Paul Zarefsky** stated that in formulating something called a Task Force you might unintentionally be creating a body that has to operate under all the formal rules of Sunshine. If that's your intent that's fine. If it's your intent to have a more informal, sort of internal process with more flexibility to it, he suggested designating one staff member such as the Executive Officer to have responsibility for this with the understanding that the Executive Officer will be consulting with the Director of Human Resources, with the City Attorney's Office and other elements within City government.

Action: Direct the Executive Officer to work with the Human Resources Director and the Commission's City Attorney Counsel to review Charter, Rules, MOU and other applicable provisions covering Layoffs; Prepare a staff report to the Commission with recommendations and process with time-frames for discussions regarding this proposal; schedule staff report for hearing at the February 7, 2011 meeting of the Commission. (Vote of 5 to 0)

Note: The Commission also directed that this group include and consult with Vice President Casper to have benefit of his institutional memory.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 10)

None.

ADJOURNMENT (Item No. 11)

4:59 p.m.



